

Association of Central Oklahoma Governments



**Proposed Annual Budget
&
Program of Services**

Fiscal Year 2005-2006

June 2005



association of central oklahoma governments

ATTACHMENT VII-B

Chair Eddie Reed
Midwest City Mayor

Vice-Chair Mark Sharpton
Logan County Commissioner

Secretary/Treasurer Willa Johnson
Oklahoma City Councilmember

Executive Director
Zach D. Taylor

DATE: June 23, 2005

TO: Chairman and Members of the ACOG Board of Directors

FROM: Zach D. Taylor, Executive Director

SUBJECT: Proposed Fiscal Year 2005-2006 Annual Budget and Program of Services for the Association of Central Oklahoma Governments

SUMMARY:

The Proposed FY 2005-2006 Annual Budget and Program of Services, as recommended by the Board of Directors' Budget Committee, is attached for your review.

Members of the Budget Committee met with staff on May 26 and June 15 and 22, 2005, to consider programmatic requirements for the agency, to provide member entity input and to prepare a budget recommendation to the Board of Directors. Based upon the committee's in-depth review, examination and input, this final budget recommendation has been formulated for consideration by the Board of Directors at their regular meeting of June 30, 2005.

Action Requested:

Consider motion to approve, as presented herein, the Budget Committee recommended Fiscal Year 2005-2006 (July 1, 2005 - June 30, 2006) Annual Budget and Program of Services for the Association of Central Oklahoma Governments; Dues Assessment Schedule for Fiscal Year Ending June 30, 2006; and Fee Schedule for services requested by non-member public and private entities, and to approve the firm of John M. Arledge & Associates, Inc. as independent auditors for the Fiscal Year 2004-2005 audit to be performed during FY 06.

BACKGROUND:

The principles applied to the development of this budget and program of services are (1) the preservation and continuation of ongoing basic services to the member local governments of ACOG, (2) maintenance of ACOG planning and plan coordination programs at a level to allow for their continued certification by state and federal agencies, and (3) maintenance of our progress in local priority program areas.

The process for development of the budget has worked quite well, yet the task faced by the committee and staff was not easy. While planning program certification requirements and local needs have increased, overall, the state revenues to satisfy those operations' requirements and local needs continue at a constrained level with the exception of funding associated with the new Transportation Equity Act for the 21st Century (TEA-21).

The committee-recommended budget and dues schedule, through a comprehensive evaluation of cost centers and reallocation of resources, reflect an effort to satisfy all certification requirements for the agency, the service needs of member agencies in their endeavors to meet federal and state requirements and all established local programs and priorities. The services contained within the budget/work program and the allocation of revenues are consistent with the policies of the ACOG Board of Directors, its Transportation Policy Committee, Water Resources Policy Committee, and 9-1-1 Board of Directors, and the need for an efficiently and effectively run organization.

The Budget Committee recommends that the independent audit firm of John M. Arledge & Associates, Inc. be retained as the Association and 9-1-1 Association's auditor for FY 2004-2005. The firm was selected through a Request for Proposals (RFP) process. Fees for the audit of FY 2004-2005 will be \$18,355.

PROGRAM DESCRIPTION:

Consistent with past Board policy, you will find that the budget and program of services include no new programs or revenue where the status of such programs or revenue is too uncertain to realistically budget for them. The broad categories of programs to be maintained remain basically as those established and carried out during this fiscal year:

- (1) Intermodal Surface Transportation Planning, STP-UZA funding administration, and Mobile Source Air Quality Planning and Coordination
- (2) Comprehensive Planning, Coordination and Services
- (3) Regional Clearinghouse Function
- (4) Technical Assistance to the Region
- (5) Water Quality Management Program

- (6) Water Resources Planning/Implementation/Groundwater Research and Development, and Stormwater Public Education Program for Phase II Communities
- (7) Flood Plain Management Assistance
- (8) Public Participation Program
- (9) 9-1-1 Association Activities
- (10) Operation FireSAFE/Juvenile Firesetter/Arson Control and Prevention Program
- (11) Central Oklahoma Clean Cities Program
- (12) Rural Economic Action Plan Administration
- (13) Community & Economic Development Program Administration
- (14) Capital Improvements Program (CIP)
- (15) Emergency Medical Dispatch Program and System
- (16) Automated External Defibrillators for Communities

As with the FY 2004-2005 Budget, there are significant programmatic efficiencies designed into the Proposed FY 2005-2006 Budget, not unlike those that have been and are being implemented by the ACOG members. All affected program operation areas remain adjusted to the present federal and state support.

Water Resources: A major reduction of state support for the Water Resources Division's program was included in the FY 1990-91 Budget and Work Program as a result of the loss of the state Garber-Wellington appropriation.

The Water Resources Division's work program continues to be impacted by the loss of those funds. The Board, in FY 1991, approved staff recommendations to:

- (1) Not renew the Oklahoma State Department of Health groundwater quality analysis contract. In so doing, staff recommended that the cost of such water quality analyses that are performed for members be assumed by the members for which the work is done.
- (2) That modeling work in the Water Resources Division's work program be performed by in-house staff as opposed to contracting with modeling/consulting firms as has been done in previous years.
- (3) A reallocation of the Association's basic dues, when necessary, to provide revenues needed to carry out the Water Resources Division work program.

These approved changes will continue as necessary and a renewed effort will be made to secure state funding for the program in the 2006 Legislative Session.

Planning: The Transportation Planning & Data Services Division's FY 2005-2006 budget reflects the ongoing implementation of federal transportation legislation, TEA-21. The FY 2005-2006 Unified Planning Work Program for the OCARTS area continues to reflect the ACOG Board

approved policy that ACOG apply for only the FTA "Section 8" monies that come to this region for transportation planning functions and that COTPA apply for the FTA "Section 9" monies for transit related functions. Given the reality of funding levels in both Section 8 and Section 9 funds, the separate type of arrangement continues to provide the most effective way for each entity to utilize these funds.

Basic dues resources have again been allocated to the Transportation Planning & Data Services Division budget to accommodate the federal/state increased funding and match ratio requirements under TEA-21. The proposed program of work reflects the ongoing efforts towards completion of the major level update of the Oklahoma City Area Regional Transportation Study (OCARTS) Plan completed three years ago, and documentation of the OCARTS Plan activities and preparation for the next federal triennial review.

9-1-1: The budget for this 16th full 12-month period of operations of the E9-1-1 system reflects a continuing work program as outlined and approved at the initiation of the system. Continuance of our contract will fund significant additional work efforts in assigning street addresses in various portions of the E9-1-1 system area, carrying out E9-1-1 system equipment operations implementation, and supporting the 9-1-1 Training Institute.

The proposed 9-1-1 department budget, as outlined in detail within the budget document, provides for the continued administration of the finances of the system, contract management with the 36 wireline telephone service providers, coordination with seven wireless telephone service carriers, establishment and maintenance of the E9-1-1 system database, maintenance of training manual and system, training of instructors and call-takers (telecommunicators), comprehensive public education program efforts to promote the proper utilization of the system (including TDD, wireless, VoIP and Language Line), and ongoing efforts for maintenance of E9-1-1 system equipment, software and management information systems. The 9-1-1 Association Budget also continues the basis for provision for the recently converted upgrade of E9-1-1 system equipment and data management systems installed at the close of FY 2002 and beginning of FY 2003. The 9-1-1 program budget reflects the change of service providers for call-taker training and supports the development and implementation of a Central Oklahoma Emergency Medical Dispatch (EMD) training program. Concentrated efforts are underway associated with implementation of Wireless E9-1-1 Phase I and efforts leading to implementation of Phase II.

The Budget Committee recommends, in furtherance of the Board policy, maintaining the restricted reserve fund balance, as established in fiscal year 2001, for future acquisition of E9-1-1 system improvement and data management systems. The policy goal value shall be 25 percent of the estimated cost of such systems. The Budget Committee further recommends maintaining the operating reserve established in fiscal year 2001 with a policy goal value of 33 percent of the 9-1-1 department budget (four months of operating cost). These policies accommodated the funding of a one-time special distribution of \$290,791 to member entities in

FY 2000-2001. The allocation of this one-time distribution was based on then current line values. Coupled with the annual budgeted distribution of an equal amount, the total distribution to member entities for FY 2000-2001 was \$581,582. While the disbursements goal to members was set at \$200,000 per year beginning in 2002, \$225,000 will be disbursed to members for FY 2006 as was done the previous four years.

The Budget Committee further recommends the continued efforts of the Competitive Local Exchange Carrier (CLEC) Task Force of 9-1-1 ACOG staff and member entity staff to ensure the ongoing compliance by telephone service providers with E9-1-1 databases, service fee collection and remittance requirements adopted by area local governments. Efforts will continue towards final resolution of issues associated with enhanced wireless 9-1-1 tariff filings.

Depreciation transfer reflects the cost recovery system for use of equipment from the various divisions of ACOG during the FY 2005-2006 budget period.

With these identified adjustments, the proposed FY 2005-2006 ACOG Budget maintains the necessary level of effort to meet the needs for certification and member expectations.

OPERATION DESCRIPTION:

The proposed budget has been designed to appropriately match all secured federal and state grants, satisfy all state and federal operational requirements and standards, support the retainer agreement for legal counsel and provide for our office lease agreement. The Budget Committee recommends that the FY 2005-2006 dues assessment schedule be increased by five percent.

The population estimates for FY 2005-2006 were adopted in April to serve as the determination of population for representation and assessments.

The budget recommendation provides for the reimbursement of expenses for the ACOG officers or designees to attend the annual National Association of Regional Councils (NARC) Washington, D.C. Federal Briefing and meeting with the Oklahoma Congressional Delegation and the NARC Annual Meeting. The mileage reimbursement rate for employee travel will be changed to 40.5 cents per mile.

In the area of personnel concerns, the budget recommendation provides no cost of living adjustment for employees, however, it does provide for merit increases, as appropriate. The Budget Committee also recommends that the base salary of the Executive Director be established for the budget year as noted in the Classification Compensation Plan. The car allowance provided to the Executive Director is recommended at the rate of \$950.91 per month.

Further, the Budget Committee recommends an allocation of \$6,945.84 for FY 2005-2006 for the approved deferred compensation account for the Executive Director.

SCHEDULE FOR SERVICE REQUESTS:

The ACOG Board of Directors established a fee schedule for service requests for inclusion with the FY 1981-82 Budget. This system was designed to address the increasing level of requests for technical assistance from private concerns, private sector consultants, public interest groups and non-member agencies. Since federal and state funds have become more limited, it is important that, to the degree possible and as permitted by law, the cost for delivery of these services be borne by those receiving the service. This schedule and system have served to help offset these costs. The schedule for FY 2005-2006 is unchanged from the prior year's schedule.

The structure of the proposed fees adheres to two principles: encouragement of participation by private citizens and primary service to member local governments of ACOG. The schedule attempts to externalize some of the costs for services not directly benefiting local governments and the general public. It also provides the ACOG Board of Directors flexibility in applying the fee schedule. The recommended system and schedule are found under Appendix A of the budget document.

SUMMARY:

Staff is most appreciative of the time and extra level of effort contributed by the Board of Directors and their member local governments' staffs in the development of the different components of this program budget. We are also appreciative of the guidance and direction provided by the Budget Committee in the development of these recommendations. In presenting this budget, we hope that the Board of Directors and member entities will find that the budget is reasonable and responsible.

ZDT:dem

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
PROPOSED FY 2005-2006 BUDGET**

	Total	Indirect	Local	TPDS	IGS	Water Resources	9-1-1 ACOG Contract
Revenues:							
Federal	1,689,123			1,366,493	75,000	131,452	116,178
State							
REAP Projects and Administration	1,235,735				1,235,735		
Other State Funds	196,295				192,545		3,750
In-kind Match Revenue	167,938			167,938			
Membership Dues:							
Basic	247,641		47,405	67,656	132,580		
Transportation	84,739			84,739			
Water Resources	109,109					109,109	
9-1-1 Administrative Contract	859,466						859,466
Interest Income	7,500		3,525		3,975		
Other/Fee Income	52,788	2,500	3,888	25,000	20,800		600
Stakeholders Dues	3,000				3,000		
Transfers:							
Between Funds	0		5,196			(5,196)	
Depreciation and Amortization	22,327		22,327				
Restricted/Unrestricted Fund Balances	59,548				59,548		
Total Revenues	4,735,209	2,500	82,341	1,711,826	1,723,183	235,365	979,994
Expenditures:							
Salaries - Direct	1,466,155	278,148	511	580,384	146,500	66,682	393,930
Employee Benefits	593,253	112,547	207	234,842	59,278	26,982	159,397
Total Direct Salaries & Employee Benefits	2,059,408	390,695	718	815,226	205,778	93,664	553,327
Travel - Mileage	20,921	13,180	650	1,330	2,082	1,800	1,879
- Travel	39,225	9,975	6,000	7,650	4,100	1,500	10,000
Advertising, Public Education & Public Notices	153,929			101,500	2,500	24,929	25,000
Development, Training & Recruitment	48,024	9,000	1,000	6,875	4,100	1,200	25,849
Equipment Rental	655	655					
Insurance	20,780	10,685			1,250		8,845
Maintenance, Repairs & Computer Hardware Upgrades	70,310	37,080		8,620	975	635	23,000
Miscellaneous & Contingencies	7,571				6,571		1,000
Office Rental & Parking	148,227	145,955		1,200	422	150	500
Postage & Freight	15,868	1,975		3,498	6,246	815	3,334
Printing	42,481	2,550		13,000	18,931		8,000
Xerox	22,043	3,740	203	14,085	1,262	405	2,348
Professional Dues	17,260	6,000	5,200	4,480	330	300	950
Publications & Subscriptions	6,475	4,225		500	1,225	125	400
Supplies, Software, Aerial Maps & Storage Rental	76,163	43,000	5,295	5,800	3,478	6,910	11,680
Telephone & Internet	23,010	15,125	79	616	4,115	75	3,000
REAP Projects, 9-1-1 Institute & Special Projects	1,500,601			134,238	1,351,258		15,105
Audit & Accounting	18,355	15,602					2,753
Legal	16,002	10,002					6,000
Consulting & Contractual	254,869	5,347	11,116	210,740	9,419	11,520	6,727
Equipment & Furniture	117,405	49,712	7,000		2,599	47,394	10,700
Debt Service	10,948		10,948				
Depreciation	10,884	10,884					
Total Direct Expenditures	4,701,414	785,387	48,209	1,329,358	1,626,641	191,422	720,397
Indirect Costs Allocation		(782,887)	338	382,468	96,542	43,943	259,597
Total Expenditures	4,701,414	2,500	48,547	1,711,826	1,723,183	235,365	979,994

9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Proposed FY 2005-2006 Budget

<u>Revenues:</u>	<u>Totals</u>
9-1-1 Fees Remitted by Telephone Companies	\$ 1,557,103
Telephone Companies Administrative Fee	(31,143)
Interest Income	16,536
Contracts	37,768
Other Financing Source:	
Unrestricted Fund Balance	428,769
Total Revenues	\$ 2,009,033

<u>Expenditures:</u>	
Master Street Address Guide, Education & Training Charges	\$ 859,466
Telephone Companies Operating & Maintenance Charges	637,350
Debt Service - Principal	145,387
Debt Service - Interest	15,442
Maintenance, Repairs and Warranty	82,308
Legal	25,000
Consultants	10,000
Insurance on Equipment	8,050
Miscellaneous	1,030
Member Revenue Return	225,000
Total Expenditures	\$ 2,009,033

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Budgeted Revenues And Expenditures
Estimated For FY 2005-2006**

Month	Year	Estimated Gross Telco Revenue	Telco Collection Fee	Estimated Revenues to be Received	Other Budgeted Revenue	Total Budgeted Revenue	E 9-1-1 Costs	Restricted for Future System Improvements	Estimated Member Revenue Return	Estimated Total Disbursements
July	2005	129,759	2,595	127,164	40,255	167,419	148,669	0	18,750	167,419
August	2005	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
September	2005	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
October	2005	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
November	2005	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
December	2005	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
January	2006	129,759	2,595	127,164	40,256	167,420	148,670	0	18,750	167,420
February	2006	129,758	2,595	127,163	40,256	167,419	148,669	0	18,750	167,419
March	2006	129,758	2,595	127,163	40,256	167,419	148,669	0	18,750	167,419
April	2006	129,758	2,596	127,162	40,257	167,419	148,669	0	18,750	167,419
May	2006	129,758	2,596	127,162	40,257	167,419	148,669	0	18,750	167,419
June	2006	129,758	2,596	127,162	40,256	167,418	148,668	0	18,750	167,418
Totals for FY 2005-2006		1,557,103	31,143	1,525,960	483,073	2,009,033	1,784,033	0	225,000	2,009,033

**9-1-1 ASSOCIATION OF CENTRAL
OKLAHOMA GOVERNMENTS
Summary of Budgeted Telephone
Company Revenue for FY 2006**

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	Basic Phone	Birch Telecom	Chickasaw Telecomm	Cox Communications	dPI TeleConnect	NuVox Commun (Gabriel)	Ionex Telecom (merged with Birch)	Logix/Western Communications	McLeod USA	McCloud Telephone Co. (Dobson)	Navigator Telecom	Pioneer Telephone Co.	Primetel Communications	Sage Telecom
Arcadia	10	76					5	42						20
Bethany		1,759	23	11,914		1,140	841	6,775	76		44		33	240
Calumet														
Canadian Co. (El Reno)			47			130						6,872		
Canadian Co. (Minco)														
Canadian Co. (Piedmont)														
Canadian Co. (Union City)														
Canadian Co. (Yukon)														
Cedar Valley		28												
Choctaw	10	213	8	4			59							50
Cleveland Co.				59				1		2,299				
Cleveland Co. (Noble)														
Concho (El Reno)														
Del City	42	1,415	13	14,290		983	184							311
Edmond		7,445	228	57,120		6,425	781	5,676	841		70		57	812
El Reno		2,058	59	5,710			502	2,652	141		107		22	309
El Reno (Union City)														
Forest Park		9		707										5
Guthrie	10	1,109	14	850				1,134	171					
Harrah	10	321		9	13		42	570	13	831				201
Jones City		42												5
Lake Aluma														
Lexington														
Logan Co.														
Logan Co. (Edmond)				3,015										
Logan Co. (Guthrie)		23	97						30					296
Logan Co. (Luther)														
Luther		101	5					29						15
Midwest City	63	2,772	13	34,727	13	1,062	627	1,567	694					
Moore	10	2,421	64	33,167		2,011	29	1,407	80		1,000		63	477
Mustang		1,249	14	7,586		302	132	127	79		59			261
Mustang (Union City)														341
Newcastle									39			18,828		
Nichols Hills		351	13	3,404					40					51
Nicoma Park	10	130				447		196						40
Noble	42	254	48		13		50	11	44				11	156
Norman	10	8,527	146	65,811	38	10,716	700	3,089	603	1,158	61		220	1,616
Okarche												4,731		
Oklahoma Co.	10		63	1,473						7,604				
Oklahoma Co. (Harrah-Luther)														
Piedmont		405	5			89		4			3			130
Slaughterville		31												
Smith Village														
Spencer	10	136		1,457			16	105	6					25
The Village		245	5	7,801		201								
Tinker Air Force Base				3,840										
Tuttle		451	33			872	134	12				1,253	11	
Union City														
Valley Brook		23		308										
Warr Acres		1,275	5	5,913		268	205		114					141
Woodlawn Park		44												
Yukon	10	2,450	38	11,142		1,654	546	1,490	285		41			512
Yukon (Union City)														
Grand Totals	247	35,363	941	270,307	77	26,300	4,853	24,887	3,256	11,892	1,385	31,684	417	6,014

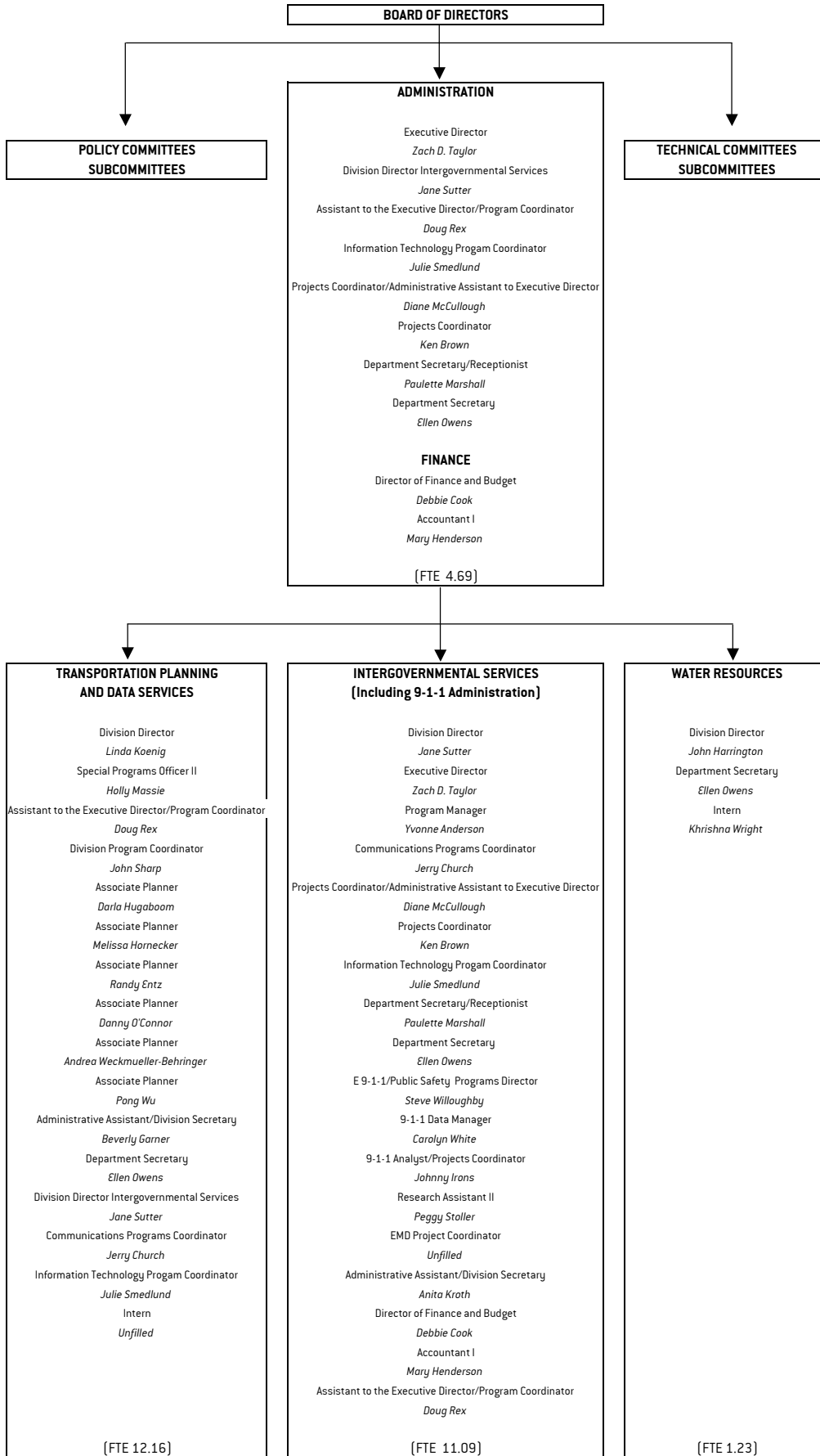
**9-1-1 ASSOCIATION OF CENTRAL
OKLAHOMA GOVERNMENTS
Summary of Budgeted Telephone
Company Revenue for FY 2006**

	Budget Phone (Snappy Phone of Texas)	Metro Teleconnect (Southwest)	SBC	OCSI, Inc. (TDS Telecom)	UT Phone (Universal Telephone)	Valor Telecomm	MCI WorldCom	Trinsic Commun (FKAZ-Tel Commun)	VarTec Telecomm	Sage Telecomm	Hinton Telephone	Excel Telecomm	nii Communications	Zone Telecom
Arcadia			697				121			15			24	
Bethany	31	14	54,703		133		4,326	72	112	226		5	12	
Calumet														
Canadian Co. (El Reno)			6,200								3,504		1,507	
Canadian Co. (Minco)			360											
Canadian Co. (Piedmont)			2,152											
Canadian Co. (Union City)				612										
Canadian Co. (Yukon)			1,593											
Cedar Valley			944											
Choctaw	37		4,406	24,863			336		43	55			293	
Cleveland Co.		176	7,002			6,826		272	5			5	1,606	
Cleveland Co. (Noble)			3,298											
Concho (El Reno)								56						
Del City	81	18	39,597		72		1,290	29	91	256		16	37	
Edmond	23	18	163,891		36			47	450	913		102	660	4
El Reno			47,777		484		1,397		143	284		27	1,141	
El Reno (Union City)			60											
Forest Park			2,313					148						
Guthrie			23,520		262			1,760				5	550	
Harrah	15	29	10,211	1,350	6		887		43	201			208	
Jones City				7,920					12	11	25			
Lake Aluma			281											
Lexington		135				6,733	40		21					
Logan Co.			14,634											
Logan Co. (Edmond)		29							16			16		
Logan Co. (Guthrie)			14,745		49		40	85		336			550	
Logan Co. (Luther)			590				349							
Luther	12	14	2,864		6				11	70			75	
Midwest City	181	61	108,218		149			211	145	451		27	183	
Moore	6		73,438		6		2,177		123	196		16	122	
Mustang	39		27,898		6		570		75	451			12	
Mustang (Union City)			368											
Newcastle			2,021				40							
Nichols Hills		14	14,441				1,169		16	51				
Nicoma Park	15		6,177				430	15		25		5		
Noble			11,877				766		27	161			319	
Norman	41		221,495		33				439	1,756		107	1,071	
Okarche														
Oklahoma Co.			16,222	4,221	6		161		16			5	3,806	
Oklahoma Co. (Harrah-Luther)			9,852											
Piedmont			10,768				645		48	186		16	24	
Slaughterville			4,451			1,587	282		11			5		
Smith Village		36	82											
Spencer	89		7,812	29	6		430	33	32	30		43	165	
The Village		14	19,820		12									
Tinker Air Force Base			4,406											
Tuttle	14	29	10,985		16		766	30	80			21	15	
Union City			1,001				40		9					
Valley Brook					12		27							
Warr Acres	10	32	24,805		18		752	17	27	132		5	73	
Woodlawn Park		14	286				13							
Yukon	100	29	45,469		51		1,653		241	938		21	183	
Yukon (Union City)			489											
Grand Totals	694	662	1,024,219	38,995	1,363	15,146	20,615	879	2,337	6,758	3,504	447	12,636	4

**9-1-1 ASSOCIATION OF CENTRAL
OKLAHOMA GOVERNMENTS
Summary of Budgeted Telephone
Company Revenue for FY 2006**

	Talk America	Global Crossing, Inc.	NOS Communications	The Telephone Company, Inc.	The Pager Company	Sprint Communications	TerraCom, Inc.	ACN Communications Service	Granite Telecomm	Total Annual Gross Revenue	Total Annual Entity Costs
Arcadia				48	0		35			1,093	1,252
Bethany		245		411	20	41	35	24	434	83,689	95,886
Calumet										0	0
Canadian Co. (El Reno)										18,260	20,921
Canadian Co. (Minco)										360	412
Canadian Co. (Piedmont)										2,152	2,466
Canadian Co. (Union City)										612	701
Canadian Co. (Yukon)										1,593	1,825
Cedar Valley										972	1,114
Choctaw				12	3		28	38		30,458	34,897
Cleveland Co.				206		54	360		1,006	19,877	22,774
Cleveland Co. (Noble)										3,298	3,779
Concho (El Reno)										56	64
Del City				157	114		118	12		59,126	67,743
Edmond	65	339		557	78	81	222	247	543	247,731	283,835
El Reno				20	5		600		358	63,796	73,094
El Reno (Union City)										60	69
Forest Park										3,182	3,646
Guthrie					3			12		29,502	33,802
Harrah				48	4		42	44	14	15,112	17,314
Jones City					3					8,018	9,187
Lake Aluma										281	322
Lexington										6,929	7,939
Logan Co.										14,634	16,767
Logan Co. (Edmond)										3,076	3,524
Logan Co. (Guthrie)			8			9			22	16,290	18,664
Logan Co. (Luther)										939	1,076
Luther	25			12	8	20	28	27		3,322	3,806
Midwest City	186	160		399	122	16	166	12	324	152,549	174,781
Moore		185			313			58		117,369	134,474
Mustang				109	22	20	42	36	14	39,103	44,802
Mustang (Union City)										709	812
Newcastle										20,928	23,978
Nichols Hills								69		19,619	22,478
Nicoma Park					2		7			7,499	8,592
Noble					30			8		13,817	15,831
Norman		159			158			84		318,038	364,388
Okarche										4,731	5,420
Oklahoma Co.								32		33,619	38,519
Oklahoma Co. (Harrah-Luther)										9,852	11,288
Piedmont		16			1	21		19		12,380	14,184
Slaughterville										6,367	7,295
Smith Village										118	135
Spencer				61	65		97	95		10,742	12,308
The Village					2		7			28,107	32,203
Tinker Air Force Base										8,246	9,448
Tuttle				24	9	42	28	142	49	15,016	17,204
Union City										1,050	1,203
Valley Brook					2					372	426
Warr Acres				242	59		48	24		34,165	39,144
Woodlawn Park										357	409
Yukon		0		145	8	97	83	75	182	67,443	77,272
Yukon (Union City)										489	560
Grand Totals	276	1,104	8	2,451	1,031	401	1,946	1,058	2,946	1,557,103	1,784,033

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Organizational Chart for Execution of the
FY 2005 - 2006 Budget



FTE = Full Time Employee Equivalents = 29.17

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
FY 2005-2006 Dues Assessment**

ENTITY	FY 2005-2006 Population	FY 2005-2006 Votes	Basic Dues*	Transportation Dues**	Water Resources Dues**	FY 2005-2006 Total Dues
Bethany	20,010	9	7,484	1,641	2,102	11,227
Blanchard	3,070	0		252		252
Calumet	520	1	832		55	887
Choctaw	10,160	5	4,158	833	1,067	6,058
Cole	480	0		39		39
Crescent	1,290	1	832		135	967
Del City	22,170	9	7,484	1,818	2,329	11,631
Edmond	71,640	29	24,115	5,876	7,525	37,516
El Reno	15,940	7	5,821		1,674	7,495
Forest Park	1,140	1	832	94	120	1,046
Goldsby	1,260	0		103		103
Guthrie	10,110	5	4,158	829	1,062	6,049
Harrah	4,910	2	1,663	403	516	2,582
Jones	2,610	2	1,663	214	274	2,151
Langston	1,680	1	832		176	1,008
Lexington	2,120	1	832	174	223	1,229
Luther	500	1	832	41	53	926
Midwest City	54,660	22	18,294	4,483	5,741	28,518
Moore	44,990	18	14,968	3,690	4,726	23,384
Mustang	14,550	6	4,989	1,193	1,528	7,710
Newcastle	5,810	0		477		477
Nichols Hills	4,030	2	1,663	331	423	2,417
Nicoma Park	2,420	1	832	198	254	1,284
Noble	5,400	3	2,495	443	567	3,505
Norman	99,200	34	28,273	8,136	10,420	46,829
Okarche	240	1	832		25	857
Oklahoma City	523,240	95	78,994	42,918	54,957	176,869
Piedmont	4,090	2	1,663	335	430	2,428
Slaughterville	3,860	2	1,663	317	405	2,385
Spencer	3,770	2	1,663	309	396	2,368
The Village	10,070	5	4,158	826	1,058	6,042
Tuttle	4,850	0		398		398
Union City	1,430	1	832		150	982
Valley Brook	810	1	832	66	85	983
Warr Acres	9,660	4	3,326	792	1,015	5,133
Yukon	21,150	9	7,484	1,735	2,222	11,441
Canadian County	5,010	2	1,663	411	526	2,600
Cleveland County	12,020	2	1,663	986	1,263	3,912
Logan County	20,890	2	1,663	1,713	2,194	5,570
Oklahoma County	14,620	2	1,663	1,199	1,536	4,398
Tinker AFB	24,577	0	6,490	1,466	1,877	9,833
Totals	1,060,957	290	247,641	84,739	109,109	441,489

* Based on Entity Total Vote

** Based on Entity Percentage of Study Area Population

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	ADMINISTRATION	FTE 4.69

Division Goals

To provide management for all programs and leadership and direction to the staff in fiscal budgeting and program planning. To provide interpretation and implementation of the Board's policies in all areas of operations.

Summary of Division Activities

The Administration Division is responsible for administering all of the central activities of the Council of Governments and for provision of intergovernmental planning and coordination of traditional governmental services, which are not the responsibility of the other divisions. One of the major purposes of the Administration Division is to provide management support and operational guidance services that will enable the other divisions to give maximum attention to planning and operations functions.

This Division is directly responsible for implementation of the Board of Director's adopted policies, ensuring the Association is operating in accordance with the Charter and Agreement creating the Association, and existing or new federal, state and local laws and regulations.

Program Objectives

- (1) Provide internal management including recruiting and administering ACOG's personnel programs.
- (2) Provide technical research (statistical and data processing) support to ACOG projects.

- (3) Revise and maintain detail area maps and act as the basic map repository for the region. These maps include all information subject to public regulation.
- (4) Provide graphic, photographic and printing services to produce all routine and special reports.
- (5) Develop, administer and report on annual capital and operating budgets.
- (6) Provide cash flow and ensure continuity in fiscal management.
- (7) Keep books and records in accordance with approved federal, state and ACOG guidelines and requirements.
- (8) Provide secretarial services and maintain the central files.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
EXECUTIVE DIRECTOR	ADMINISTRATION	

Goals

To provide essential management, administration and support for ACOG programs to accomplish work program objectives and work activities.

To maximize the Association's local resources in obtaining support and providing services for the beneficial use of all members and to provide the Board with accurate and timely information whereby decisions can be made using all available data.

Summary of Departmental Activities

The basic functions of administration and administrative support services are to assist and to carry out the diverse public program responsibilities of ACOG. To do this, we must work closely with all the local governments and entities that comprise ACOG's membership and with the staff who carry out the directives of the Board of Directors. To accomplish this task, we have developed and are constantly reviewing office procedures and personnel and fiscal policies that will enable us to more efficiently and effectively accomplish the increasing volume of work.

An efficient internal operation of ACOG will provide an economical support staff, which in turn will benefit the citizens of Central Oklahoma represented by our member governments and ensure implementation of the Board of Director's policies.

Program Objectives

- (1) Supervision and coordination of the activities of the professional and support staff in all phases of the general management of the agency.
- (2) Employee recruitment, personnel management and administration.
- (3) Obtain specialized services necessary for the agency's program, including legal services, accounting services and program audit through contractual arrangements.
- (4) Ensure a quorum and active participation at each meeting of the Board of Directors.
- (5) Ensure distribution of agenda packets for review prior to Board meetings and compliance with the Oklahoma Open Meetings Act.
- (6) Assist any member request in a minimum amount of time.
- (7) Assist any staff and Board member.
- (8) Support standing Board committees: Budget and Finance, Legislative and Personnel.
- (9) Assist special Board Committees: Nominations, Office Space and NARC Committees.
- (10) Maintain ACOG involvement in national organizational activities and involvement in and support to the Oklahoma Association of Regional Councils.
- (11) Present major policy issues affecting the region for consideration by the Board of Directors.
- (12) Establish policies and programs which ensure the agency's ongoing operational compliance with Federal and State Rules and Regulations, i.e. American's with Disability Act and so forth.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
FINANCE	ADMINISTRATION	

Department Goals

To maintain and execute the written policies of the Association for office management, personnel and procurement. To account for costs incurred by the Association and identify each of these costs to a particular program, grant, contract or indirect cost pool. To efficiently manage the budget, costing and cash flow of the Association.

Program Objectives

In accordance with OMB Circular A-87, and approved annually by its federal oversight agency, the U.S. Department of Transportation, the Association has established an Indirect Cost Allocation Plan to consistently and equitably account for and distribute indirect costs to each program based on direct salary costs. Direct program costs and indirect overhead are accounted for by program to meet the varying reporting requirements of the different federal, state and local funding agencies. A computerized fund accounting system is used to accommodate these reporting requirements in a timely manner. The Association's fund accounting system is maintained by entity, department, task and budget line item. In addition, the accounting system enables the Finance Department staff to review and analyze actual costs against budgeted costs by current period, year-to-date budget and annual budget.

- (1) Renegotiate Indirect Cost Allocation Plan as necessary.
- (2) Distribute, by incurred cost and funding sources, costs of salaries and associated fringe benefits. In addition, charge directly to the funding source purchases and services attributable to a specific program.

- (3) Allocate by funding source indirect costs in accordance with our Indirect Cost Allocation Plan.
- (4) Procure professional services, supplies, office equipment and other capital equipment as authorized.
- (5) Administer the business of the Association, including contract management, payroll and fringe benefits administration, accounts receivable and accounts payable and investment management activities.
- (6) Provide information as necessary for proper program and agency auditing and internal control.
- (7) Develop and maintain the budget.
- (8) Develop and maintain the Association's Administrative and Accounting Policies and Procedures.
- (9) Develop and maintain the Association's Policies for Personnel Administration.
- (10) Develop and implement compliance measures mandated by the Americans With Disabilities Act (ADA).
- (11) Administer the finances of the 9-1-1 Association, including preparing and managing the Association's 9-1-1 system budget and paying nonrecurring and monthly charges to the service providers.
- (12) Receive, on behalf of the 9-1-1 Association members, revenues from the various E9-1-1 service providers.
- (13) Receive billings and remit payment for service to the various E9-1-1 service providers on behalf of the 9-1-1 Association members.
- (14) Develop and maintain a budget for the 9-1-1 Association work program.
- (15) Administer the business of the 9-1-1 Association, including contract management activities.
- (16) Prepare financial statements and notes to the financial statements, various financial schedules and analyses for independent auditors' use in conducting the annual audit.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	TRANSPORTATION PLANNING & DATA SERVICES	FTE 12.16

Division Goals

To develop and maintain community development, regional transportation planning and data service activities of the Association necessary for continued certification by the appropriate federal and state agencies.

To assist local governments in development of orderly regional growth and development based upon locally developed comprehensive plans.

To provide a coordinated areawide planning process consistent with locally developed priorities, state and federal law, federal regulations and federal program guidelines that impact local governments, and public participation requirements.

To assist other divisions in providing review of applications for federal funds and providing technical assistance to members.

Summary of Division Activities

The Division of Transportation Planning & Data Services is responsible for the regional transportation planning activities of the Association. Division staff carry out work program efforts related to transportation and comprehensive planning.

The Division also provides assistance to the Intergovernmental Services Division in review and comment on applications for federal assistance, and provides technical assistance to member entities, state agencies and others.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
TRANSPORTATION	TRANSPORTATION PLANNING & DATA SERVICES	

I. Designations/Certifications

ACOG was initially designated as a Metropolitan Planning Organization (MPO) in October 1973. Certification review is conducted periodically by the Federal Highway Administration, Federal Transit Administration and the Region VI Intermodal Planning Group. The most recent certification site visit was conducted April 27 - 29, 2004. A final report was issued to the Intermodal Transportation Policy Committee on October 28, 2004. According to the report, the OCARTS area transportation planning process meets the requirements of 23 CFR Part 450 and Part 613, and the OCARTS area MPO is therefore certified. Federal reviews are conducted at least every three years.

As the MPO, ACOG is authorized under Section 134 of Title 23, U.S.C. and Section 5303 of Title 49, Chapter 53 U.S.C. to conduct areawide transportation planning in cooperation with the Central Oklahoma Transportation and Parking Authority and the Oklahoma Department of Transportation. Policy direction, plan selection and development of programs for plan implementation are vested in the Intermodal Transportation Policy Committee whose responsibilities are detailed in the Memorandum of Understanding signed in June 2002.

II. Department Goals and Measurable Strategies

- A. To administer and support certification of the Oklahoma City Area Regional Transportation Study (OCARTS) under the provisions of Section 134 of Title 23, United States Code and Section 5303 of Title 49, Chapter 53 U.S.C. To carry out planning studies, outlined annually in the Unified Planning Work Program, to

support and document justification for improvements recommended in the 2025 Oklahoma City Area Regional Transportation Study (OCARTS) Plan and its successor the 2030 OCARTS Plan, the FFY 2006-2008 OCARTS Transportation Improvement Program (TIP), and the Central Oklahoma Transportation and Parking Authority (COTPA) Long Range (2001-2025) Transit Plan.

Strategies

- Maintain Memorandum of Understanding with ODOT, COTPA and ACOG Committees.
 - Survey local and state governmental entities regarding regional transportation service and network improvements completed in 2005, and document results in Network Monitoring report.
 - Analyze OCARTS area data from the 2005 Traveler Opinion & Perception Survey (TOPS) Study and revise assumptions or procedures in the regional transportation model as appropriate.
 - Continue compliance with Title VI and Environmental Justice requirements.
 - Maintain travel demand forecasting models and related data for the OCARTS area.
 - Maintain the OCARTS Plan, elements including but not limited to the street and highway network, the bicycle and pedestrian network, transit services, airport access, freight/goods movement and intermodal connections.
 - Complete documentation related to FY 2005 work program tasks.
- B. To promote development of an effective transportation system consistent with social, economic and environmental concerns that will serve the area's population and economic base.

Strategies

- Map the inventory of the present plus committed bicycle network for the OCARTS area, and also the list of planned bikeways; make at least three contacts with area local governments to discuss extensions or connections of the bicycle network.
- Cooperate with the Oklahoma Department of Environmental Quality in implementation of the Air Quality State Implementation Plan (SIP), and take proactive measures to maintain a high level of air quality.
- Assist local governments in obligating \$12.5 million in STP-UZA funds and \$500,000 in Congestion Mitigation Air Quality (CMAQ) funds, or the

equivalent as per the Transportation Equity Act for the 21st Century (TEA-21) or its successor legislation.

- Maintain the FFY 2006-2008 OCARTS Area Transportation Improvement Program.
- Collect and monitor demographic and transportation data in the OCARTS area.

C. To encourage development of a balanced transportation system through strengthening of transit service, ridesharing and related activities.

Strategies

- Prepare (and respond as needed) to call at least one carbon monoxide and one ozone Clean Air Alert Day; work with COTPA to provide reduced-fare bus service on Clean Air Alert Days.
- Provide a minimum of four assists to COTPA for transit route planning.
- Participate in at least four alternative fueled vehicle education/information activities.
- Monitor carbon monoxide and ozone levels for a total of 12 months.
- Assist Oklahoma City and other local governments in the design and development of at least five pedestrian and school crossing signals.

D. To assist in the development of transportation services for the elderly and persons with disabilities.

Strategies

- Prepare agenda for and host meeting of Section 5310 Subcommittee to discuss applications for federal funds to purchase vehicles for elderly and persons with disabilities.
- Assist COTPA with preparation of certification of compliance with Americans with Disabilities Act (ADA).

E. To provide coordination for and staging of projects among cities and counties within the OCARTS area.

Strategies

- Host at least nine Intermodal Transportation Technical and Policy Committee meetings.

- Assist local governments in obligating \$12.5 million in STP-UZA funds and \$500,000 in Congestion Mitigation Air Quality (CMAQ) funds, or the equivalent as per the Transportation Equity Act for the 21st Century (TEA-21) or its successor legislation.
- F. To assist in development of methods to improve the management and safety of the transportation system and related facilities.

Strategies

- Continue development of a Congestion Management System for the OCARTS area.
 - Work with the City of Oklahoma City and ODOT to identify the top 20 high crash intersections in the OCARTS area, and develop recommendations for improvements.
 - Assist Oklahoma City and other local governments in the design and development of at least five pedestrian and school crossings.
 - Continue analysis of dangerous intersections and investigation of other transportation systems management techniques.
- G. To encourage and respond to public involvement in the transportation planning process.

Strategies

- Utilize at least two press releases and at least two public forums/meetings to promote alternative forms of transportation (bicycling, walking, ridesharing, transit) as a means of reducing congestion and air quality emissions.
 - Contribute at least six transportation-related articles to the ACOG monthly newsletter *Central Oklahoma Perspective*.
 - Provide at least 800 technical assistance contacts with local governments, transportation and planning departments and agencies or individual citizens.
 - Participate in the FHWA American Indian Issues Committee.
- H. To maintain regional transportation planning technical data, census data, computer models and techniques necessary for the transportation planning process.

Strategies

- Continue Incident Management coordination with COTPA, Oklahoma City, FHWA and ODOT.
- Provide at least eight training opportunities for the OCARTS MPO staff.
- Maintain the land use allocation model for assigning future socioeconomic and land use data to traffic zones.
- Assist local governments and the State Data Center with reviewing census tract growth.
- Receive and distribute Census data products. Assist with analyzing the year 2000 Census data and American Community Survey data.

III. Current Plans

2025 Oklahoma City Area Regional Transportation Study (OCARTS) Plan
COTPA Long Range (2001 – 2025) Transit Plan
FFY 2005-2007 OCARTS Transportation Improvement Program

IV. Summary of Department

This program provides support for the FY 2006 Oklahoma City Area Regional Transportation Study efforts and maintenance of certification of the area's transportation planning process.

The MPO will administer the project, continue review and update of various transportation plan elements, conduct demographic and socioeconomic monitoring and analysis, coordinate the distribution and utilization of Census products including the TIGER file, assist with analysis of the 2000 Census results, maintain the land use allocation model, provide travel demand model analyses, maintain and implement the 2025 OCARTS Plan, develop and document the 2030 OCARTS Plan, prepare accident studies, sponsor recurring and nonrecurring congestion studies, conduct air quality and alternative fuels studies, maintain the FFY 2006-2008 Transportation Improvement Program, and provide for citizen participation, technical assistance and review of applications for federal funds.

In addition to the above, the MPO staff will study, recommend and assist in the private sector initiatives for involvement in the regional transportation planning process. Staff will participate in and provide leadership to major investment studies and will administer the Surface Transportation Program - Urbanized Area (STP-UZA) project funds. Staff will also continue development of the congestion management system and address other requirements of the Transportation Equity Act for the 21st Century (TEA-21).

The Traffic Management Division of the City of Oklahoma City will be a subcontractor for this grant. Oklahoma City will assist in the accident and traffic count analysis, conduct travel time/delay studies, and participate in congestion management work and TSM planning. The entities of Edmond, Norman and Midwest City will also assist in collecting traffic count and travel delay data. COTPA/OKC Transit Services will monitor transit ridership, evaluate transit improvements, coordinate the carpool/vanpool program, and design transportation assistance programs for the region's Welfare-to-Work participants.

Technical work conducted under the grant is reviewed by the Intermodal Transportation Technical Committee (ITTC). Policy direction for the study is vested with the Intermodal Transportation Policy Committee (ITPC), which adopts plans and policies and submits these to the ACOG Board of Directors for their endorsement.

V. Coordination Agreements/Coordination Efforts

An agreement between ACOG, ODOT and COTPA providing for continuing, cooperative and comprehensive transportation planning within the OCARTS area was updated and signed in June 2002.

Division staff conduct regular meetings of the Intermodal Transportation Technical Committee and the Intermodal Transportation Policy Committee to ensure coordination of all transportation planning activities and all transportation improvement projects. Planning involves the Oklahoma Department of Transportation -- Planning Division and Transit Programs Division, the Central Oklahoma Transportation and Parking Authority (COTPA), the City of Oklahoma City Traffic Management Division, the City of Edmond, the City of Midwest City, the City of Norman and the Transportation Planning & Data Services Division of ACOG in conducting the work elements contained in the Unified Planning Work Program.

VI. Committee Membership

A. Intermodal Transportation Policy Committee

The ITPC is responsible for policy direction regarding the Study. Policy representatives from ACOG, Oklahoma Department of Transportation, Central Oklahoma Transportation and Parking Authority and modal funding agencies make up this committee.

B. Intermodal Transportation Technical Committee

The ITTC was established on August 26, 1977. The committee by-laws were most recently updated in 2002. The ITTC, as specified by the Memorandum of

Understanding, serves as an advisory committee to the Intermodal Transportation Policy Committee and is responsible for technical direction of the transportation study.

C. Oklahoma City Area Regional Transportation Study Citizens Advisory Committee

The OCARTS CAC was developed to advise the ITPC and ACOG Board of Directors regarding development and amendment of major Regional Transportation Plan updates. The CAC includes, but is not limited to, representatives of private citizens and neighborhoods, various modes, racial and ethnic minorities, low and moderate income individuals, environmental, economic, and public interests, and public officials from throughout the transportation study area. The Committee is involved in the development and maintenance of the OCARTS Regional Transportation Plan and regional Transportation Improvement Program.

VII. Accomplishments of FY 2005

A. Data Development and Comprehensive Planning

(1) Socioeconomic Data and Growth Allocation Model (GAM)

The growth assumptions, growth factors, and residential land use data files at the zonal level were finalized, and the Growth Allocation Model (GAM) was run. This resulted in the 2030 forecast of traffic zone population and dwelling unit figures. A similar process was used to develop 2030 employment information. The UPWP report documentation of the 2030 OCARTS population and employment development at the regional and zonal level was initiated in FY 2005.

School enrollment figures for public schools, private schools, universities, colleges, vocational schools, and technical schools were developed for the year 2030. The school data was disaggregated by traffic zone by entity.

Staff collected data and updated files on the possible environmental, social and economic impacts of the 2030 OCARTS Plan.

The MPO continues to monitor employment that is new or growing in the region after the year 2000.

(2) Transportation Planning Data

The regional traffic count database was updated on a monthly basis with information supplied by the Oklahoma Department of Transportation and the Cities of Oklahoma City, Edmond, Midwest City and Norman. Additional counts were obtained from ODOT Planning Division to accommodate areas of the region where traffic counts are not frequently taken (i.e. Logan County, rural Oklahoma County). The traffic counts are set up in a computerized street/highway network database designed for easy retrieval and maintenance. An annual traffic count map depicting counts taken over the past three years within the OCARTS area was created from the database using ArcView GIS software. Copies of the map are available in digital and hard copy formats. The travel data was used for a number of planning initiatives including development of the Congestion Management System database, accident analysis, and for response to individual data requests. The traffic count database can be converted to various formats for use with Transportation Planning Plus (TP+) and other applications.

ACOG staff utilized Global Positioning System (GPS) technology to perform eight travel time runs (4 at a.m. peak, 4 at p.m. peak) on each of the 14 recurring congestion corridors in the OCARTS area. The use of this technology has allowed the MPO to monitor and analyze congestion with greater spatial accuracy.

ACOG also took advantage of an opportunity provided by FHWA to participate in the national Transportation Opinion and Perception Survey. Using 100% Metropolitan Planning (PL) funds, ACOG purchased 700 additional samples to be conducted in the OCARTS area. The results of the survey will be utilized to enhance the region's travel demand model and to respond to identified concerns as a part of the transportation planning process.

OKC Traffic Management Division also conducted a travel time/delay study to identify key congestion locations throughout the Oklahoma City arterial network. The results were compared with historical study area data. The travel delay data along with counts from Oklahoma City and ODOT will be used for the OCARTS area Congestion Management System.

The National Transit Database report, describing transit service statistics, will be compiled by COTPA. The report will be submitted to FTA by October 2005 in accordance with the federal fiscal year.

(3) Geographic Information Systems

The MPO continued its membership with the State Data Center Affiliate Program. As a part of this program, ACOG provides various products and services, including Census data, recent population estimates, American Community Survey data, maps, and technical assistance. The annual report on technical assistance has been submitted to the Data Center.

Metadata [source and background information] documentation for all new maps that will be used in the 2030 OCARTS Plan was compiled in FY 2005. The map files used in the 2030 OCARTS Plan development process were stored in a central location on the GIS Station.

A portion of the 2000 Census TIGER street files were updated in FY 2005. Additional streets, street names, addresses and ZIP codes were added in order to facilitate accurate address matching capability for tasks associated with the 2030 OCARTS Plan.

Year 2004 digital aerial photography was acquired from the County Assessor's office for Oklahoma County. Street center line files were collected for several entities, and city boundary maps were updated to reflect recent annexations.

B. Long Range Transportation Planning

(1) COTPA Long Range Transit Plan

COTPA continued implementation of short-term objectives included in its Long Range Transit Plan, which was adopted in FY 2001 and included in the 2025 OCARTS Plan. The short-term objectives focus on improving transit marketing and image, construction of a new downtown transit center, incremental improvements to existing service, and seeking out partnership opportunities.

During FY 2005, construction of the new downtown transit center was completed and it opened for operation in August 2004. COTPA selected a consultant to conduct a regional fixed guideway study in conformance with the systems planning phase of the FTA New Starts Program. ACOG staff assisted the consultant by providing land use, socioeconomic and traffic modeling data. ACOG was also represented on the steering committee that guides the study. Two rounds of public meetings were

held to introduce the public to the study scope, identify potential fixed guideway corridors and technologies, and to provide a preliminary analysis of the corridors to the public. Also in FY 2005, several new bus shelters were installed in the Cities of Midwest City, Edmond, Oklahoma City and Choctaw, with the financial assistance of those entities. The Eddy bus service in Edmond was expanded with two additional trolley-style buses.

(2) Model Improvements for the 2030 OCARTS Plan

In FY 2005, MPO staff completed a transition from TranPlan to a more sophisticated travel demand-forecasting package called Transportation Planning Plus (TP+). TP+ provides a level of functionality and flexibility that is desired to develop more accurate travel forecasts.

MPO staff completed the calibration of the 2000 base year model for the 2030 OCARTS Plan. The process differed from previous OCARTS Plans in that a mode choice model component was developed. Staff applied the 2000 OCARTS socioeconomic data, approved by the Intermodal Transportation Policy Committee, to the cross-classification and regression equations for trip production and trip attraction estimates. The 2000 traffic model assignment was compared against ground counts at various locations to confirm the validity of the base year calibration.

Staff also developed five street and highway network alternates for the 2030 forecast year. Socioeconomic data generated by the Growth Allocation Model for 2030 was used to develop the required trip attraction and productions by traffic analysis zone. An equilibrium assignment technique was used to assign total trips to evaluate the future congestion levels under different improvements scenarios.

(3) Intermodal Element of the 2030 OCARTS Plan

As part of the development of the 2030 OCARTS Plan, the MPO developed an Intermodal Element (IME), which includes current information and future recommendations for passenger transit, trails, intermodal freight movement and airport access within the OCARTS area. The IME also includes a cost and revenue analysis for each mode. Passenger transit addresses public bus services provided by COTPA and CART, special services for the elderly and disabled, rural transit services, taxi operations and Amtrak within the OCARTS area. The report also identifies a number of adopted or ongoing transit studies, including the Fixed Guideway Study.

The trails portion of the IME identifies existing and planned trails within OCARTS, as well as extended vision trails to provide connections throughout the region. As part of this effort, the MPO also conducted a survey to determine which OCARTS local governments require sidewalks by local developers and/or construct sidewalks with public funds. The intermodal freight portion of the IME addresses trucking, railroad and air freight infrastructures within the study area. Access to the seven public airports within the OCARTS area is also addressed.

[4] Financial Element of the 2030 OCARTS Plan

The financial element of the 2030 OCARTS Plan was completed in FY 2005. The MPO developed a 30-year revenue projection based on historical federal, state and local funds spent within the OCARTS area on all transportation modes during the six-year TEA-21 period. The estimated revenues totaled \$5.9 billion. An estimate of the distribution of revenues by mode, over the planning period, was also prepared in order to determine the financial feasibility of the multimodal plan. Estimated costs for each street and highway alternate, as well as for future transit services and planned multi-use trails were prepared and compared with the projected revenues. This analysis demonstrated that the adopted 2030 street and highway alternate costs and planned multimodal improvement costs are financially feasible.

[5] Major Investments

Two major investment projects were included in the traffic modeling for the 2030 OCARTS Plan. These are the planned relocation of the I-40 Crosstown Expressway in downtown Oklahoma City, between I-235 and Meridian Avenue, and the Southwest Outer Loop. The FHWA issued a record of decision approving the final environmental impact study for the I-40 Crosstown project in May 2002. Right-of-way acquisition and final engineering design for the relocated 10-lane freeway continued throughout FY 2005. The Southwest Outer Loop was modeled in the plan as a four-lane toll facility, using the same estimated corridor included in the 2025 Plan. Final approval of the outer loop study by the study sponsors (ACOG, ODOT and OTA) is still pending and discussions with affected communities have resumed concerning a proposed final alignment and commencement of an environmental impact study.

(6) 2025 OCARTS Plan Amendments

During FY 2005, there were no amendments to the 2025 OCARTS Plan.

C. Short Range Transportation Planning

(1) Monitoring Urbanized Area Funds

The OCARTS Area MPO continued coordination with the Oklahoma Department of Transportation and local governments located in the urbanized portion of the OCARTS Transportation Management Area concerning distribution, programming, and monitoring of federal Surface Transportation Program Urbanized Area (STP-UZA) funds. Congress approved a series of TEA-21 Extension Acts during FY 2005, which continued federal transportation funding through May 2005. A new multi-year surface transportation bill to replace TEA-21, which expired September 30, 2003, is expected to be approved soon by Congress and the President. As of June 2005, the Administration's bill is called SAFE-TEA and is envisioned as a six-year law.

The FFY 2005 apportionments and obligation authority, provided in the FFY 2005 Appropriations Bill, included language that reattached the Norman UZA population to the Oklahoma City UZA population for highway (STP-UZA) funding purposes. The MPO and City of Norman continued efforts during FY 2005 to ensure that the new surface transportation bill would include similar language for a more permanent solution. The UZA split occurred as a result of changes to the 2000 Census criteria for designating urban and rural territories, and the Federal Highway and Federal Transit Administrations adopted the new UZA designations for transportation planning and funding purposes.

The adopted *Surface Transportation Program (STP) Procedures for the Oklahoma City Urbanized Area Funds and Criteria and Process for Evaluation of STP-UZA Projects* continued to serve as the MPO's policy for selecting project priorities using urbanized area funds.

(2) Transit Operations

Transit services within the OCARTS area continued to be provided through the METRO Transit bus system, which is operated by COTPA in the Oklahoma City Urbanized Area and the University of Oklahoma in the Norman Urbanized Area. Separate UZA designations by the Federal Transit

and Federal Highway Administrations, using Census 2000 criteria and boundaries, created the separate OKC and Norman UZAs, making the Norman area a new grant recipient for FTA Sec. 5307 funds beginning in FFY 2003.

COTPA received additional FTA Jobs Access/Reverse Commute (JARC) Program funding, which allowed continuation of METRO Link services. METRO Link furthers the Welfare-to-Work initiative by providing increased hours of operation and additional bus service to key locations that will assist individuals in reaching jobs, childcare, and training opportunities.

During FY 2005, the Oklahoma City system included 24 local routes and 2 express routes serving Oklahoma City, Edmond, Del City and Midwest City. A total of 61 buses, 11 trolleybuses and 21 Metro Lift vans were in use during COTPA's peak service hours. Average weekday ridership for METRO Transit Oklahoma City was 9,178. The Norman system included 8 local routes servicing the University of Oklahoma, the Oklahoma University Health Sciences Center, and the City of Norman, and shared administration of an express route between Norman and Oklahoma City. Average weekday ridership for METRO Transit Norman was 4,903.

Edmond bus service was increased and enhanced in FY 2005 with the addition of two new trolley-style buses for the Edmond system. "The Eddy" uses green trolley-style buses to service the University of Central Oklahoma (UCO) campus, downtown Edmond and other areas of the city. COTPA also continued operation of the Oklahoma Spirit trolleybus routes, serving downtown Oklahoma City and the I-40/Meridian area. The trolley-style buses provide frequent service to hotels and popular destinations within the downtown, Bricktown, fairgrounds and stockyards areas.

The MPO and COTPA staffs met quarterly throughout FY 2005 to coordinate on ongoing and upcoming transit activities. ACOG and COTPA staffs also continued their involvement in the newly formed transit coalition, called Oklahoma Alliance for Public Transportation (APT). APT is intended to serve as a grassroots organization of individuals, businesses, public agencies and others interested in improved transit services and transit funding throughout the state.

(3) Enhancements and Bicycle/Pedestrian Trails

The MPO staff participated on the ODOT Transportation Enhancement Program Committee that reviewed and recommended enhancement

projects for funding with FFY 2005 and 2006 funds. A total of 87 applications were reviewed during this (two-year) application cycle. The MPO also publicized the 2005 Recreational Trails Program application cycle and provided application packets to member entities.

The MPO coordinated with OCARTS area local governments to update the regional trails networks and database to ensure that all existing and planned trails were accurately reflected. The MPO also conducted a Trails Workshop to gather input from local government staffs and trails enthusiasts from the 2030 OCARTS Plan Citizens Advisory Committee (CAC) to update the “extended vision” routes for the long-range plan update. The extended vision routes provide a guide for future connection of the existing and planned municipal trails within the OCARTS area.

The MPO staff continued participation in the quarterly meetings of the Oklahoma City Trails Advisory Committee. Oklahoma City has several trails currently under design or construction, including the Katy Trail, Lake Hefner-Overholser Trail, Lightning Creek Trail, Earlywine Trail, Tinker-Draper Trail and N. Grand Boulevard Trail. Many other OCARTS area communities have been actively planning, financing, and constructing multi-use trails that continuously expand and enhance the regional trails network. Current estimates indicate that there are approximately 198 miles of existing multi-use trails in the OCARTS Area and 429 miles of planned trails.

The MPO and City of Oklahoma City co-sponsored the first Central Oklahoma Bike-to-Work Day event as part of the national Bike-to-Work campaign, held during the month of May. With the assistance of interested stakeholders, a group ride was organized from the Oklahoma State Fairgrounds to OKC City Hall, where local dignitaries welcomed cyclists. All OCARTS communities were encouraged to participate in either their own or the OKC/ACOG Bike-to-Work Day event. A special Bike-to-Work Day page was added to the ACOG Web site, which included event information, route maps, posters, safety tips and a link to the national campaign.

(4) Federal Functional Classification Updates

In FY 2005, the MPO worked with ODOT to finalize the urban and rural Federal Aid Functional Classification changes due to the redefinition of the Urbanized Area following the 2000 US Census. The inventory provides the total number of road miles classified as Interstate, freeway/expressway,

principal arterial, minor arterial, urban collector, rural major collector, rural minor collector, or local road. According to the results, many of the classification categories have met the maximum number of lane miles recommended by FHWA. Consequently, it will be difficult in the future to add roadway segments to the Federal Aid Functional Classification network unless an equal length roadway segment is removed.

ACOG worked with Logan County to prepare a request for amendment to the Federal Aid Functional Classification System to reclassify four roads (7 miles) within Logan County. Amendments were requested for portions of Western Ave. and Santa Fe Ave. FHWA approved the request in November 2004.

(5) Congestion Management System

The OCARTS area MPO is continually looking for opportunities to increase the efficiency of the existing transportation system by decreasing the level of congestion. In FY 2005, several projects and strategies were implemented to alleviate congestion problems in the OCARTS area. The strategies included traffic operation improvements such as intersection modification, signalization and channelization, changeable message signs, interchange improvements; improved bus service; and addition of general-purpose lanes.

The MPO also furthered its efforts to develop intelligent transportation system (ITS) plans and to use various ITS tools as solutions. ACOG staff updated the regional ITS architecture and maintained close coordination with ODOT staff on the deployment of ITS components in the OCARTS area.

In FY 2005, MPO staff continued to offer training opportunities for member entities such as the Peer-to-Peer Exchange on Traffic Signal Coordination and a workshop on Deployment of Integrated ITS in Metropolitan Areas.

(6) Recurring Congestion

In September, the Recurring Congestion Work Group convened to evaluate the performance of the 14 corridors in the OCARTS area identified as having recurring congestion problems. The Work Group recommended the possible inclusion of three additional corridors that appear to show moderate to heavy congestion:

- Lake Hefner Parkway/SH-74 from Memorial Rd to Northwest Expressway,
- 2nd St/US-77 in Edmond from Broadway to I-35,
- 12th Ave E/Sooner Rd/SH-77 in Norman from Tecumseh to SH-9.

MPO staff is in the process of evaluating the suggested corridors and will present their results of to the Work Group in early FY 2006.

(7) Nonrecurring Congestion

A significant portion of the OCARTS area congestion is attributable to nonrecurring congestion, in the form of traffic incidents. In FY 2005, MPO staff continued efforts established by the OCARTS Incident Management Plan to increase the safety and security of regional transportation systems. Staff has also finalized Traffic Incident Management Training material for use by local first responding agencies.

(8) Safety Conscious Planning

ACOG is committed to providing a safe environment for the traveling public. ACOG has a track record of considering safety as an important factor in the development of the Transportation Improvement Program and the long range plan. Additionally during the past year, the MPO has become a member of the Traffic Records Council coordinated through the Oklahoma Department of Public Safety.

In FY 2005, MPO staff completed the development of a regional accident database linked to the MPO's GIS system. The database provides historical accident information that will allow staff and regional leaders to make informed decisions about future improvements to the transportation system.

During national safety month (June 2004), the MPO hosted a Safety Conscious Transportation Planning course presented by the National Transportation Institute. The course materials identified strategies for integrating safety into transportation plans and programs.

(9) Freight and Intermodal Transportation Planning

The MPO has continued to be actively involved in the State DOT's Commercial Vehicle Operations (CVO) planning and activities, as well as the Commercial Vehicle Information Systems & Network (CVISN) planning.

The overall CVO goal is to improve the efficiency of goods movement operations and the safety for the state.

In order to stay apprised of latest developments in freight planning, MPO staff has been an active participant in FHWA's Talking Freight Seminars. Topics discussed in FY 2005 include *Multi-State Freight Transportation Planning*, and *Issues in Transportation Security*.

D. Special Projects

(1) Air Quality

The MPO continued to work with the Air Quality Division of the Oklahoma Department of Environmental Quality (ODEQ) on monitoring and evaluating carbon monoxide (CO) and ozone levels in Central Oklahoma.

MPO staff continued to implement an action plan, established in 1991, to assist the region in remaining compliant with federal air quality standards. The weather data provided by the National Weather Service are monitored daily by members of a technical work group in order to assist in predicting days on which CO and ozone levels are expected to be high, and subsequently declaring an Air Quality Alert Day. Despite two Ozone Alert Days in summer 2004, Central Oklahoma was able to remain in compliance with the Environmental Protection Agency's eight-hour ozone standard.

On December 31, 2002, the Central Oklahoma region notified the Environmental Protection Agency (EPA) of its intent to participate in a new air quality strategy called the Eight-Hour Ozone Early Action Compact (EAC). The EAC provides regions like Central Oklahoma, with a "safety net" in the event that the area violates the 8-hour standard. As long as the agreements and milestones in the EAC are met, even if Central Oklahoma were to violate the ozone standard, EPA would defer the effective date of a non-attainment designation. That, in effect, would allow Central Oklahoma to continue with its air quality planning and action program without the economic costs associated with full "dirty air list" status.

In October 2004, the ITPC approved the final Clean Air Action Plan (CAAP). ACOG staff, through a coordinated effort with the Oklahoma Department of Environmental Quality (ODEQ) identified a strategy that would reduce transportation-related emissions by improving traffic flow and reducing congestion throughout the region. This emission reduction strategy

includes: intersection improvement projects, signal improvements, signal coordination efforts, Intelligent Transportation System (ITS) enhancements and bicycle and pedestrian facilities. In December 2004, ODEQ submitted to EPA the CAAP for inclusion in the Oklahoma State Implementation Plan (SIP).

(2) Air Quality Public Awareness Campaign

During FY 2005, the MPO continued its Air Quality Public Education campaign using Congestion Mitigation Air Quality (CMAQ) funds provided by the Oklahoma Department of Transportation (ODOT), ACOG funds and contributions from private partners. The campaign is aimed at increasing awareness by the general public of ozone pollution from mobile sources – particularly automobiles and lawn equipment – and educating the public on ways they can assist with reducing such pollution on Clean Air Alert Days. The MPO hired a marketing/advertising firm to assist with the campaign, which utilizes outdoor billboards, radio and television ads and an electric lawnmower giveaway as ways to communicate with the public. The campaign also utilizes a dedicated website where citizens can learn more about ozone pollution and ways to prevent it. The MPO partners with the Oklahoma Department of Environmental Quality (ODEQ) and local television stations to announce Clean Air Alert Days a day ahead of when whether conditions appear susceptible to high ozone readings.

(3) Transportation Services for the Elderly and Persons with Disabilities

As required by the Americans with Disabilities Act, COTPA provides paratransit services for Central Oklahoma's elderly and disabled populations. COTPA initially prepared a Section 504/Americans with Disabilities Act Implementation Plan in December 1991, and has been in full compliance with the requirements of the ADA for paratransit services since January 26, 1993. COTPA continues to work on conversion of its fixed route fleet to fully accessible vehicles, and will continue to provide paratransit services after full conversion.

ACOG and COTPA continue to be involved in efforts to improve transportation choices for persons with disabilities and persons with low/moderate income. ACOG staff members participated as a part of the Special Transportation Advisory Committee (STAC) and the Oklahoman Alliance for Public Transportation (APT) Coalition.

ACOG convened two meetings of the Section 5310 Subcommittee to review applications for capital assistance from non-profit organizations that serve elderly and disabled citizens, as submitted by the Oklahoma Department of Human Services, Special Unit on Aging. The applications were approved and included in the OCARTS Area Transportation Improvement Program (TIP).

(4) Title VI

Central Oklahoma remained certified for compliance with Title VI of the 1964 Civil Rights Act. The most recent Title VI Triennial Report, prepared jointly by ACOG and COTPA, was submitted to the FTA Civil Rights Office in April 2004. FTA approved the report and recertified the region for compliance through April 2007.

E. Program Support and Administration

(1) Transportation Improvement Program

The FFY 2005-2007 OCARTS Area Transportation Improvement Program identified the region's priorities for expenditure of federal-aid transportation funds within the OCARTS area during FFY 2005. Amendments to the program were made, as needed, and opportunity for public comment on all amendments was provided.

A new TIP to identify regional priorities for FFY 2006-2008 was developed and adopted by the MPO and submitted to ODOT for approval and inclusion in the FFY 2006-2008 Statewide Transportation Improvement Program (STIP), in accordance with the adopted schedule for preparation of the Metropolitan TIPs and STIP. The new financially constrained TIP contains street and highway, transit, and airport elements, and was developed through a cooperative process with OCARTS local governments, ODOT, MetroTransit (Oklahoma City and Norman), the Oklahoma City Department of Airports, and others. Opportunities for public involvement throughout the preparation of the document were provided by the MPO.

(2) Public Involvement Program

The OCARTS Public Involvement Process (PIP), updated last year, guided public involvement activities during FY 2005 related to development of the 2030 OCARTS Plan, the FFY 2006-2008 OCARTS Area Transportation Improvement Program and other transportation planning activities.

The public was invited to participate in the development of the long range transportation plan through a variety of means. The MPO distributed a transportation survey via local newspapers, mailings, newsletters, committees and the ACOG Web site. In total, over 500 surveys were received which provided information on local transportation priorities, funding, safety issues, etc. The survey results were used to assist with development of goals and policies for the 2030 OCARTS Plan. Two public open house meetings were held in the region and times and locations convenient to the working public and accessible by bus route. The open houses were used to provide background information to the public and preliminary survey results, goals, and recommendations concerning the various modes present in the OCARTS area. A Draft Summary of the 2030 OCARTS Plan, summarizing the process and recommendations of the Plan, was widely distributed to citizens, agencies, committees and others through the media, special mailings, the web site, etc. A 30-day review and comment period was provided prior to MPO adopted of the recommended Plan.

Throughout the entire plan development process, the MPO worked with a Citizens Advisory Committee (CAC), which served as a recommending body to the Intermodal Transportation Policy Committee. The CAC was comprised of various interests, including private citizens, neighborhood organizations, business representatives, minority groups, elderly and disabled populations, environmental interests and all modes of transportation—transit, bicycling, air, trucking, rail and highways. The CAC met monthly for approximately six months and reviewed all aspects of the Long Range Plan (LRP) planning process, including base year and forecast year socioeconomic data, intermodal element recommendations (transit, trails, freight movement), street and highway alternate networks, cost and revenue estimates to arrive at a financially feasible plan, anticipated impacts of the plan, etc.

The MPO continued to utilize media releases, the *Central Oklahoma Perspective* newsletter, and the ACOG Web site as primary methods to distribute information to the public. The MPO also continued to distribute the 2025 OCARTS Plan brochure, prior to adopted of the 2030 Plan.

Staff assisted in the development of, and participated in, the annual Oklahoma First Amendment/Freedom of Information Congress. Staff also provided information to the public about the OCARTS transportation planning process through various radio interview and television

interviews, news articles, and presentations to academic, civic and community groups.

A new brochure, called the *Citizens Guide to Transportation Planning*, was prepared in three languages – English, Spanish and Vietnamese – and distributed throughout the OCARTS areas to libraries, groups, organizations and businesses in languages appropriate to the geographic area of distribution. All three versions of the brochure are available on the ACOG Web site.

(3) Technical Assistance

The MPO provides considerable technical assistance to its member local governments, other agencies and the public. To insure adequate documentation and assessment of this service, the organization maintains an annual computerized listing of all technical assistance records. During FY 2005, ACOG records show a total of 2180 technical assistance calls on various issues including: the 2025 OCARTS Plan, development of the 2030 OCARTS Plan, 2000 and 2030 population and employment estimates/forecasts, school enrollment data, environmental justice issues, freight issues, bicycle trails and enhancement project applications, intelligent transportation systems, Title VI of the 1964 Civil Rights Act, mapping services and products, the 2000 decennial Census and census tract maps, traffic counts and accident data, the Fixed Guideway Study, project status and funding levels, air quality, enhancement programs, and implementation of the Transportation Equity Act for the 21st Century (TEA-21).

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	WATER RESOURCES DIVISION	FTE 1.23

Program Summary

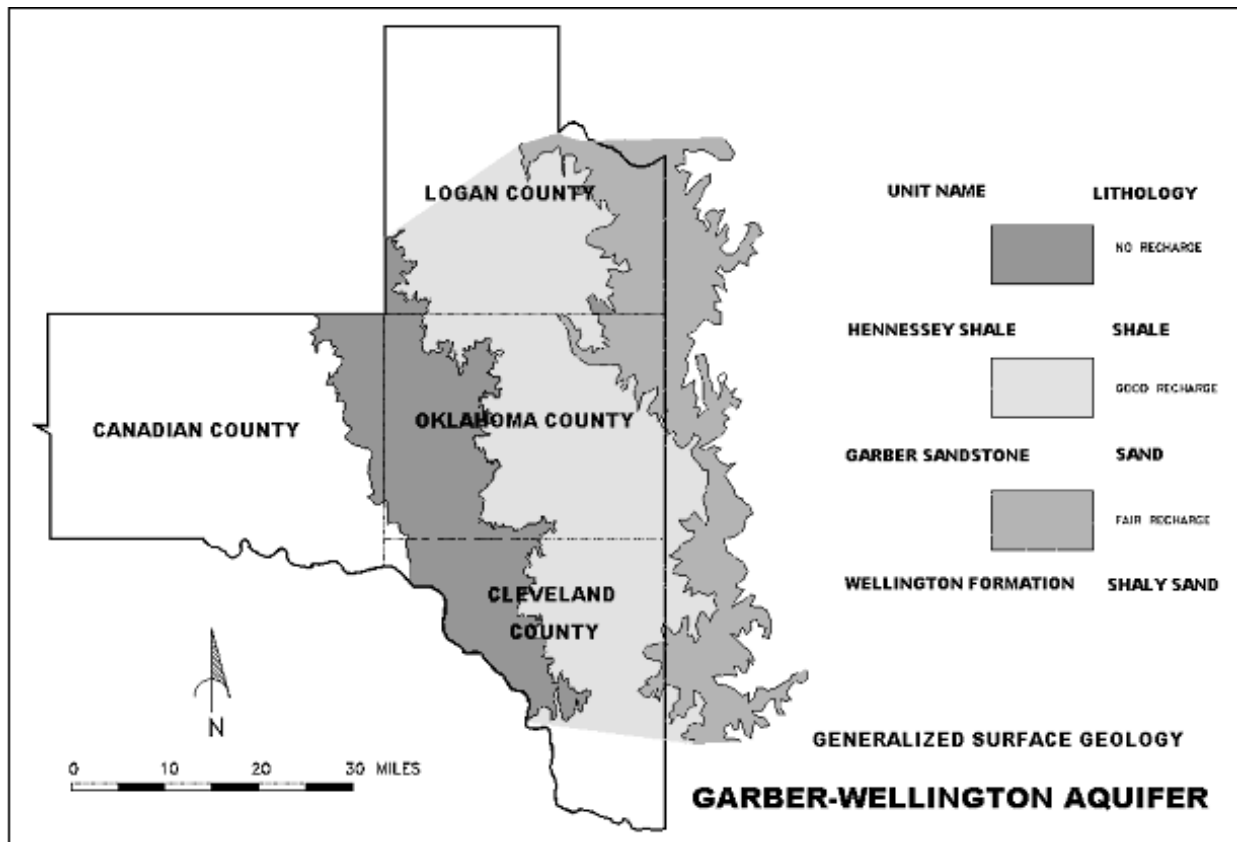
The Water Resources Division helps local governments to maximize the use of ground and surface water resources. This includes planning, management, protection and research of potable water supplies. Division activities are in four broad areas that can be summarized as follows:

- Groundwater management and protection (Garber-Wellington Association)
- Surface water management (ACOG 208 Plan)
- Floodplain Administration
- Phase II Stormwater Management

The Garber-Wellington Association

The Garber-Wellington Association (GWA) is an association of the local governments who benefit from developing the resources of the Garber-Wellington aquifer. Over twenty municipalities produce water from the Garber-Wellington aquifer with a total production rate of roughly 5 billion gallons annually. A resolution by the Board of Directors of the Association of Central Oklahoma Governments (ACOG) established the GWA in 1979. The GWA implements programs and policies dedicated to groundwater resources and management.

The Garber-Wellington Association staff is an extension of and serves as technical advisor to over 20 municipalities. This includes services ranging from water supply and water well location to underground storage tank removal and site remediation. The GWA collects and maintains extensive information databases on the Garber-Wellington aquifer. These databases include monthly pumping rates, water levels, oil and gas well activity, water quality analyses and well construction. The GWA also maintains a monitoring well system in the aquifer.



Garber-Wellington Association Program Objectives

The overall goal for the GWA staff is to provide continuing coordination and assistance to local governments for their groundwater systems and research efforts. Considering the large population that is directly dependant upon the potable waters it provides, this aquifer is the most important groundwater resource in the state. Therefore it is desirable to support a staff of water professionals and work program dedicated to the management and research of this most critical aquifer.

Supporting this technical effort at the local level has had distinct advantages. The staff can rapidly evaluate and respond to local problems quickly and effectively, especially when potential groundwater pollution is detected. Through the years of mutual data collection and maintenance of contact with Garber-Wellington Association members' staff, the GWA staff is familiar with many well fields in the aquifer. This working relationship provides a good perspective on how each municipal system affects the aquifer regionally. Finally, staff participates in policy decisions at the local level, where an understanding of the municipal goals can be critical in proper groundwater management strategy.

Specific objectives of the staff of the Garber-Wellington Association include the following:

Provide Technical Guidance. GWA staff guides local government members in the management, maintenance and expansion of their groundwater systems. This includes providing technical maps and analyses for well site location, water level surveys and water chemistry sampling. Staff members also

aid in local water resource development planning. This includes guidance to local staff that drafts ordinances designed to protect the groundwater resource. GWA staff has worked on well site programs for Tinker Air Force Base and well remediation programs for the cities of Nichols Hills, Midwest City, Moore and Edmond.

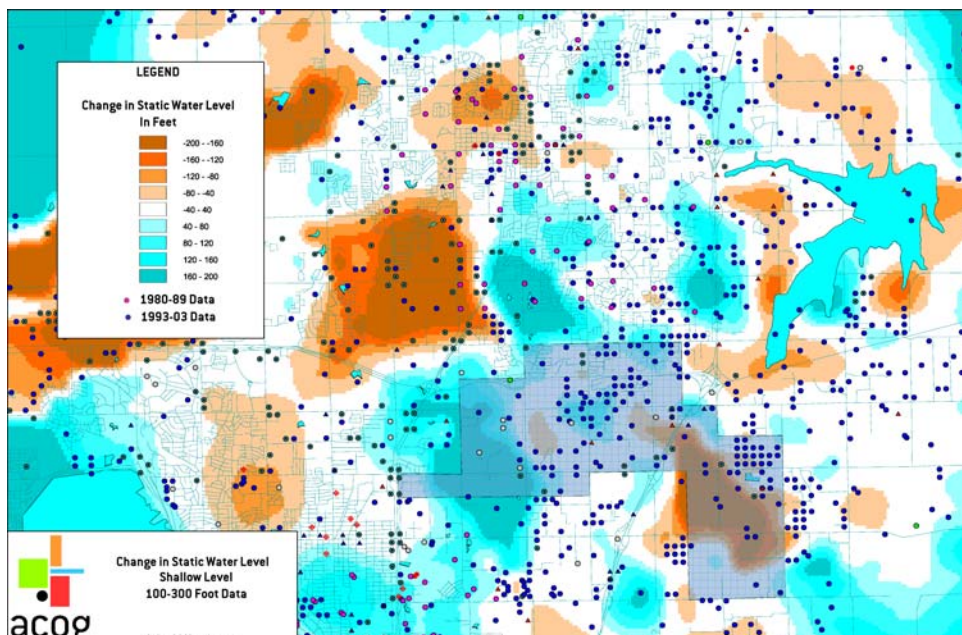
Groundwater projects anticipated for the coming fiscal year include purchasing a resistivity machine upgrade to delineate saltwater contamination on several reported sites in northern Oklahoma County, including Thunderhead Hills in Edmond. Present projects include an arsenic mapping study for the cities of Edmond, Piedmont, and Nichols Hills that is designed to locate areas of arsenic-free water in northern Oklahoma County.

GWA staff encourages members to rework old and marginally performing wells to alleviate water demand during the drought period. In addition, using the large database of geologic and geophysical data on the aquifer that GWA has collected over the past two decades, GWA staff has assembled numerous geologic maps of the aquifer. By using correct geologic interpretation of these maps, many municipalities have improved the success of drilling programs for new sources of water.

Water Quality Monitoring. For more than twenty years, GWA staff has continuously collected water quality data in Central Oklahoma. GWA staff updates this database and compares it to historical water quality. This can determine whether surface or subsurface pollution has occurred. The water quality database is an integral part of the GWA staff activities. This database is the most comprehensive collection of technical data on the Garber-Wellington aquifer. It includes data collection activities at the state and federal level as well as from the aquifer management program at the municipal level. Water professionals in both government and industry frequently request GWA staff for data retrievals on specific projects in the Central Oklahoma area.

One major advancement has been the raster scanning of all known well logs on the aquifer, resulting in a database of over 1400 geophysical logs. This enables staff to easily share this information with

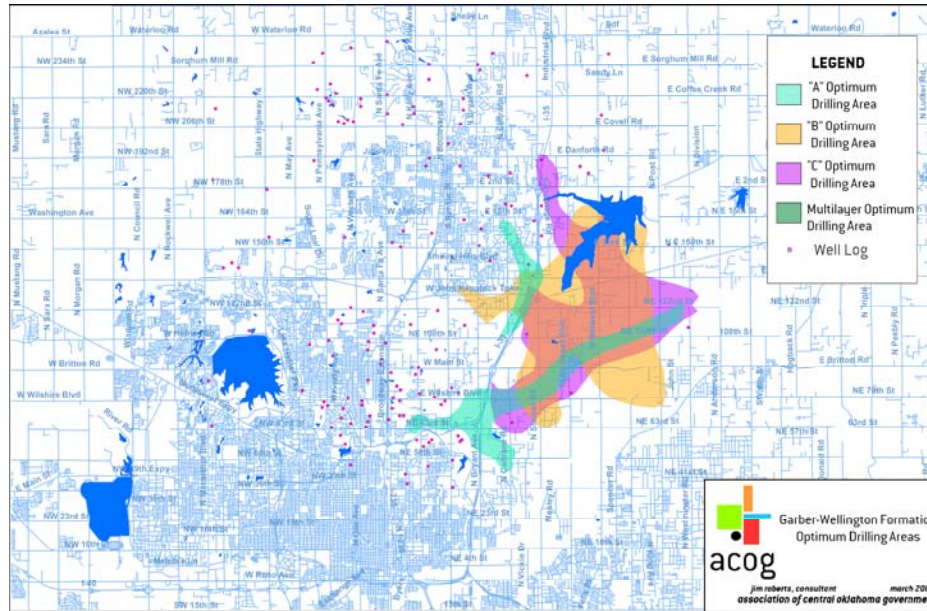
Static Water Level Change Map



environmental consultants and municipal staff. Another major advancement has been the digital conversion of water well drilling information into a GIS format, enabling much quicker determination of water well drilling histories in an area, and changes of static water level (see Static Water Level Map).

The Garber-Wellington Arsenic Study. A serious issue facing municipalities over the next few years is compliance with the new arsenic regulation. Roughly one-third of the wells in the Garber-Wellington aquifer do not meet the 10 parts per billion (ppb) standard to be imposed in 2006.

Suggested Drilling Areas for Minimum Arsenic Concentrations



Three courses of action need to be pursued to fulfill this mandate:

1. Drill in areas where there is no arsenic in the water.
2. Rehabilitate existing wells – plug the arsenic-producing sands.
3. Treat the water to remove the arsenic.

Utilizing the large well log database that GWA staff assembled, a geologic study using geophysical logs was completed this year to define areas in the aquifer where arsenic-free water is located. This will meet the first course of action.

Public Education. Education continues through ACOG's public participation program to help make the public aware of the hazards to their water supplies. Public education topics have included discussions of geology and water wells at dozens of town halls and rotary clubs, saltwater injection practices near Del City, and expert witness testimony at the Oklahoma Corporation Commission. GWA staff has also conducted educational seminars on groundwater at institutions as diverse as elementary schools to University of Central Oklahoma and the University of Oklahoma.

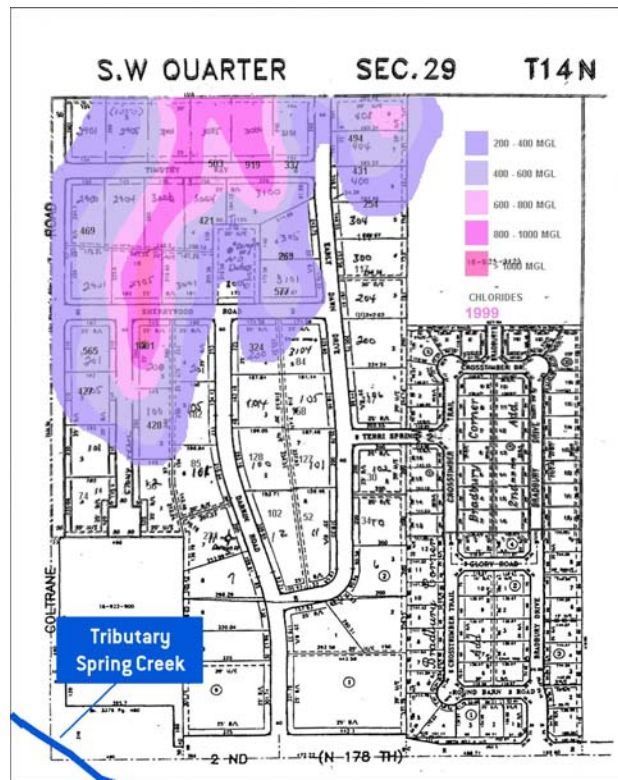
Land Use Management. The Garber-Wellington Association encourages proper land use management in the recharge area of the Garber-Wellington aquifer for those entities that have planning and zoning

jurisdictions. Land use practices outside those areas should be monitored as part of the implementation of wellhead protection activities. The Division staff also advises the local communities to the placement and density of septic tanks and sewage lagoon systems to avoid concentrated areas of nitrate in the groundwater system. A federal grant is currently being proposed for 2005-06 to study the potential impact of septic tanks on the groundwater quality in the recharge area.

Ordinance Evaluation and Recommendations. GWA staff actively participates in municipal efforts to improve the effectiveness of their oil and gas drilling ordinances. Specific recommendations to update these ordinances include more stringent oil and gas well abandonment procedures and down gradient monitoring wells for saltwater injection and waterflood operations. The Garber-Wellington Association developed a model oil and gas ordinance that provides municipalities with the ability to protect the health and safety of their citizens, protect the groundwater supplies and provide for inspection of drilling and production activities within their boundaries. Twenty-two local governments in the ACOG region currently enforce an oil and gas ordinance based on this model ordinance.

Surface Geophysical Surveys. With additional grants from the EPA, GWA staff is upgrading the ability to perform surface geophysical surveys for its members. The resistivity unit this fall will be capable of performing dipole-dipole surveys, allowing staff to generate high-resolution resistivity images of the subsurface. The first project survey will detail salt-water contamination sites in Edmond, OK. (See Thunderhead Hills Map).

Thunderhead Hills Map



Minimum well construction design criteria. Water well construction and spacing recommendations are part of the site location analysis that GWA staff performs. This is necessary for optimum water production and water quality. As local governments expand their well fields, new wells incorporate these designs.

Surface Water

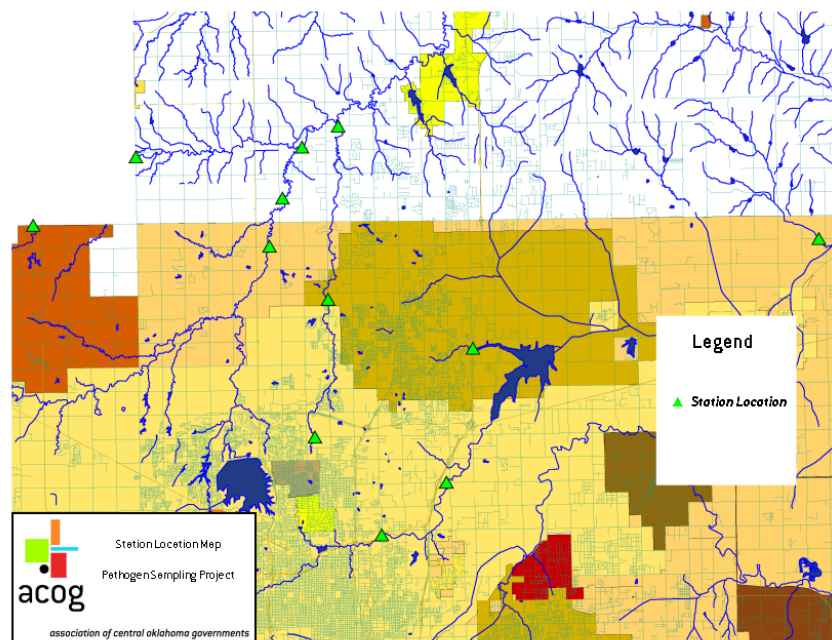
Local governments typically request technical assistance on topics such as determination of sewage effluent standards for NPDES permits and water treatment analyses. Other activities affecting surface water that the Division provides technical guidance on include investigation of pollution problems, floodplain management and solid waste and hazardous waste activities.

The ACOG 208 Plan

The state of Oklahoma requires regulation of all municipalities and industry that discharge effluent into a stream. This regulatory structure is the state 208 Plan. ACOG has the delegated responsibility for executing this plan in Central Oklahoma for municipalities in Cleveland, Canadian, Oklahoma and Logan Counties. The Division maintains and updates the ACOG 208 Water Quality Management Plan. Technical assistance that the Division offers to municipalities under the 208 Plan is surface water quality modeling. This modeling determines the most cost efficient effluent quality for a sewage treatment plant facility that will still meet stringent state and federal water regulations.

Current work includes two pathogen-monitoring programs. One of these programs is in conjunction with the Department of Environmental Quality on the North Canadian River. The North Canadian River is listed on the state 303(d) list as water-quality impaired for several parameters, including pathogens and metals. Pathogen data collected in Summer 2003 has been assembled into a TMDL (Total Maximum Daily Load) study, which will be presented for public notification and approval in 2005.

ACOG Pathogen Program Map



The other pathogen program will be collected in Summer 2005 at sites in northern Oklahoma and Logan County. This program is funded through the Clean Water Act 604(b) program (see ACOG Pathogen Program Map).

Surface Water Quality Goals and Objectives

To provide technical and policy expertise. This includes environmental/natural resource issues such as solid waste, hazardous waste, wastewater treatment and floodplain management.

Staff will monitor any proposed changes in the state's Water Quality Standards and make recommendations as needed to protect the interest of ACOG members. Environmental goals must balance with fiscal impacts on members and the scientific realities of doing improvements. Staff can use grants provided under the 604(b) program to do surveys and other field sampling programs to confirm the suitability of recommended effluent limits.

Help in developing cost-effective treatment programs. While maintaining the 208 Plan, staff strives to maintain water quality standards at the most cost-effective level for ACOG members. A regional approach often achieves this by combining the resources of two or more communities into a single system.

Floodplain Management

The Water Resources Division advises local communities, banks and realtors of floodplain areas. This is especially critical if the community is under the National Floodplain Insurance Program (NFIP) floodplain insurance program. Copies of the Flood Insurance Rate Maps published by the Federal Emergency Management Agency in the Central Oklahoma area are on file at ACOG. John Harrington is also a nationally certified floodplain manager and is the Central Oklahoma representative for the Oklahoma Floodplain Management Association (OFMA).

A recent advance in data management now has Logan, Oklahoma, Cleveland and Canadian counties in digital format accessible on the Internet, enabling staff to quickly pinpoint any address in these counties and immediately determine the flood zone information. ACOG staff assists all those interested in floodplain management and flood insurance.

Phase II Stormwater Management

The six minimum control measures that all Phase II cities must address are listed below. The Water Resources Division is currently involved with member cities to address many of these issues in a regional forum to minimize costs and provide a homogeneous approach to stormwater in central Oklahoma. ACOG, the Indian Nations Council of Governments (INCOG), and the Oklahoma Department of Environmental Quality (DEQ) have received a joint grant from the US EPA to start regional activities. Drawing from similar public education experience such as Clean Cities, ACOG is using this grant money to provide the regional public education necessary to fulfill the first minimum control measure. Public brochures have now been printed and distributed to member cities, and airtime for television and radio will commence in Fall 2005.

Phase II Stormwater Program - Six Minimum Control Measures

Public Education and Outreach

- Distributing educational materials and performing outreach to inform citizens about the impacts polluted storm water runoff discharges can have on water quality.

Public Participation/Involvement

- Providing opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging citizen representatives on a storm water management panel.

Illicit Discharge Detection and Elimination

- Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system (includes developing a system map and informing the community about hazards associated with illegal discharges and improper disposal of waste).

Construction Site Runoff Control

- Developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb 1 or more acres of land (controls could include silt fences and temporary storm water detention ponds).

Post-Construction Runoff Control

- Developing, implementing, and enforcing a program to address discharges of post-construction storm water runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g., wetlands) or the use of structural BMPs such as grassed swales or porous pavement.

Pollution Prevention/Good Housekeeping

- Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques (e.g., regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch-basin cleaning).

SPECIFIC ADDITIONAL ACTIVITIES AND PUBLICATIONS

Table 1 lists the Water Resource Division publications and activities to date.

Table 1

Project Number	Title	Description
900023	WASTELOAD ALLOCATION MODELS LAKEVIEW TERRACE	Surface water quality model for NPDES permit
900501	NICHOLS HILLS WATER QUALITY INVESTIGATION	Water chemistry analysis for municipal groundwater system.
900502	NICHOLS HILLS WELLSITE INVESTIGATION	Geologic evaluation of potential well sites for the city of Nichols Hills
900703	MIDWEST CITY WELLSITE INVESTIGATION	Geologic evaluation of potential well sites for the city of Midwest City.
900901	CHOCTAW WASTELOAD ALLOCATION STUDY	Surface water quality model for NPDES permit
900902	CITY OF CHOCTAW WATERFLOOD ANALYSIS	Impact study of saltwater injection facility on municipal groundwater supply.
910901	MODEL MONITORING WELL ORDINANCE	Monitor well ordinance developed for city of Choctaw for groundwater evaluation of saltwater injection facilities.
911001	CITY OF NORMAN REGIONAL GROUNDWATER APPRAISAL	Evaluation of groundwater supplies for the city of Norman.
911401-9	NICHOLS HILLS RADIONUCLIDES	Series of papers on methods to eliminate radionuclides from Nichols Hills well field.
911801	CITY OF GUTHRIE TEST WELL EVALUATION	Evaluation of seven-well test program for city of Guthrie.
911801	SPENCER DATA SHEET - WELL 1	Procedures to plug old Well 1 and drill Well 1a.
913301	CITY OF NOBLE WASTELOAD ALLOCATION STUDY	Surface water quality model for NPDES permit
921501	CITY OF DEL CITY QUAL-TX MODEL CHERRY CREEK	Surface water quality model for NPDES permit
922001	CITY OF EDMOND QUAL-TX MODEL COFFEE CREEK	Surface water quality model for NPDES permit
922201	TOWN OF JONES WASTELOAD ALLOCATION STUDY	Surface water quality model for NPDES permit
923902	TINKER AFB SUBSURFACE GEOLOGY	Maps defining location of subsurface water producing sandstone bodies.

931103	MOORE WELL ANALYSIS	Performance analysis of Moore wells and detailed criteria on how to repair wells and where to drill new wells.
931401-10	NICHOLS HILLS REHABILITATION	Data used to rehabilitate two abandoned wells and put back on line.
931501	IMPACT ANALYSIS OF SALTWATER INJECTION ACTIVITIES - DEL CITY	USGS MOC groundwater model assessing impact of salt-water injection well on municipal groundwater supplies.
932002	EDMOND GROUNDWATER SUPPLY APPRAISAL	Geologic appraisal of groundwater in North Oklahoma County.
932201	CITY OF JONES QUAL-TX MODEL WWTP DESIGN	Surface water quality model for NPDES permit
934001	HYDROGEOLOGIC INVESTIGATION - OKLAHOMA CITY ZOO	Geologic mapping and yield analysis for proposed well field at Oklahoma City Zoo.
941001	PROJECTED GROUNDWATER SUPPLY - NORTHEAST NORMAN	Evaluation of groundwater supplies and proposed testing and well field design for the city of Norman.
943903	TINKER AFB NEW WELL ANALYSIS	Analyses of pump tests on four new wells designed by GWA.
943907	TINKER AFB HYDROLOGIC STUDY	Environmental & hydrologic study of Tinker required for well permits.
951006	NORMAN PLUGGING PROCEDURE	Procedures for locating and plugging abandoned wells.
951601-22	MIDWEST CITY WELL REHABILITATION	Papers on instructions on how to stop turbidity in five wells.
951623-29	MIDWEST CITY NEW WELLS	Criteria and methods for proper installation of Wells 53,54,55.
952701	PIEDMONT GROUNDWATER SUPPLY PROPOSAL	Preliminary analysis of groundwater potential in Duncan sandstone
954001	GROUNDWATER ASSESSMENT FOR MICRON, INC.	Evaluation of groundwater supply in Oklahoma County for Micron, Inc.
961101-2	MOORE MUNICIPAL WELL SITES	Conversion of old oil well to water wells.
961601-8	MIDWEST CITY NEW WELLS	Criteria and methods for proper installation of Wells 53, 54, 55.
962001	EDMOND AQUIFER IMPROVEMENT ANALYSIS	Paper on a system to generate revenue and protect aquifer using excess water.
962601	PRELIMINARY ANALYSIS OF THE EL RENO WELL FIELD	Hydrologic analysis of aquifer at El Reno and need to expand well field and plant.
964201-10	YUKON WELL FIELD REHABILITATION	Series of papers on techniques to correct entrained air in Yukon wells.

972601	EL RENO RESISTIVITY STUDY	Report on resistivity survey of the El Reno Well Field
00208	ACOG QUALITY MANAGEMENT PLAN (QMP)	ACOG Quality Management Plan is guidance for use in preparing Quality Project Plans.
002601	EL RENO RESISTIVITY SURVEY	Resistivity Survey on a lease east of El Reno well field.
004001	NORTH CANADIAN RIVER ELECTRICAL RESISTIVITY SURVEY	Resistivity Survey on a section of land next to the North Canadian River near downtown OKC.
009003	MINCO RESISTIVITY SURVEY	Resistivity Survey on a lease west of the Minco High School football field.
012601	EL RENO WELLFIELD EXTENSION	Groundwater Model of two potential lease sites.
032001	CITY OF EDMOND UPDATE ON GROUNDWATER APPRAISAL	Evaluation of Municipal Well Sites south of Edmond
Funded with federal grants		
91604(b)a	UNION CITY GROUNDWATER SUPPLY INVESTIGATION	Regional groundwater investigation and well site location for the towns of Minco and Union City.
91604(b)b	NORMAN SULFATE INVESTIGATION	Regional analysis of sulfate contamination of groundwater supplies in Cleveland County.
92604(b)a	WELLHEAD PROTECTION DELINEATION - CITY OF PIEDMONT	USGS MODFLOW groundwater model and geologic investigation for the city of Piedmont well field.
92604(b)b	WELLHEAD PROTECTION DELINEATION - TOWN OF LEXINGTON	USGS MODFLOW groundwater model and geologic investigation for the town of Lexington well field.
92604(b)c	WELLHEAD PROTECTION DELINEATION - CITY OF SPENCER	USGS MODFLOW groundwater model and geologic investigation for the city of Spencer well field.
92604(b)d	WELLHEAD PROTECTION DELINEATION - TOWN OF LUTHER	USGS MODFLOW groundwater model and geologic investigation for the town of Luther well field.
96604(b) Task 300	NORTH CANADIAN RIVER PHASED TMDL	Regional nonpoint source surface water quality model for NPDES permits for the cities of Oklahoma City, Midwest City, Del City, Jones, & Choctaw.
98604(b)	WELLHEAD PROTECTION DELINEATION - CITY OF EL RENO	USGS MODFLOW groundwater model and geologic investigation for the city of El Reno well field.
00106	NORTH CANADIAN RIVER PATHOGENS TMDL	Pathogen Survey of North Canadian River.
02604(b)	Arsenic Mapping in Aquifer	Regional arsenic mapping program.

03604(b)*	SALTWATER CONTAMINATION RESISTIVITY SURVEY	Upgrade of resistivity unit to dipole-dipole capability; survey of saltwater contamination area in Edmond, OK.
03104(b)*	PHASE II STORMWATER REGIONAL PROGRAM	Regional education program to meet Phase II minimum control requirement.
99-00 604(b)*	ACOG Pathogen Study	Pathogen monitoring and verification in Oklahoma and Logan Counties.
05604(b)	Impact Of Domestic Septic Tanks	Proposed study of septic tank impacts

* Denotes work in progress - to be completed in 2005-06

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DIVISION SUMMARY

DEPARTMENT	DIVISION	POSITIONS
	INTERGOVERNMENTAL SERVICES	FTE 11.09

Division Goals

To acquaint member entities with available services, programs and assistance; to promote regional cohesiveness through solution sharing and assessment of local and national trends; to encourage participation and feedback among regional partners; and to facilitate internal and external communication that furthers said goals.

These general goals encompass objectives that relate to management of the area-wide E9-1-1 system; staff review of projects requesting federal assistance; assistance to communities in management of the Operation FireSAFE program for preventing juvenile firesetting; communication with state and federal elected and appointed officials; mapping and planning assistance related to the Capital Improvements Program; assistance with public outreach on regional plans; coordination of preparation of the agency's publications; and encouragement of the expanded use of alternative fuels and other methods to improve the region's air quality.

Summary of Program

The Intergovernmental Services Division includes the services provided to the region that lie outside the scope of pure planning activities. The Division staffs the Association's regional clearinghouse and coordinates intergovernmental programs such as ACOG's interface with the 9-1-1 Association. This Division is also viewed as the communication arm of ACOG, facilitating multi-faceted communication among members, state and local officials and agencies, citizens, and others.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
9-1-1	INTERGOVERNMENTAL SERVICES	FTE 7.75

Function and Organization of the 9-1-1 Association

SUMMARY

The 9-1-1 Association is established as an intergovernmental entity, created as a legal and administrative body separate and apart from the signatory parties, which owes its existence to its membership. Said entity is known as the “9-1-1 Association of Central Oklahoma Governments” and is referred to as the 9-1-1 Association.

The 9-1-1 Association is a voluntary association with membership open to all units of general purpose local government within the ACOG region and adjacent areas in Central Oklahoma that have authorized implementation of E9-1-1 emergency communication service. Units of local government have joined the 9-1-1 Association by passage of an ordinance, resolution or otherwise pursuant to law of the local governing body seeking membership.

The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract “with any association or corporation for the administration of nine-one-one emergency communication service as provided by law.”

The 9-1-1 Association is authorized to accomplish, on behalf of its members, the maximum utilization of resources available for the emergency communication system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to the taxpayers.

The 9-1-1 Association staff was responsible for oversight of equipment installation and operation, initial database development, training and public education prior to the May 1, 1989, cutover date. Following implementation, continuing work includes management of telephone company contracts, refinement and updates to the database, training of new dispatch personnel, working with new wireline telephone companies as well as with wireless telephone companies to provide and enhance the E9-1-1 interface, ongoing public education and supervision of installed E9-1-1 Public Safety Answering Point (PSAP) equipment. It is the responsibility of staff to keep the Central Oklahoma E9-1-1 System on the forefront of technologies that impact E9-1-1. Staff also performs administrative accounting functions related to administration of the service fees levied for the system, payment for services and disbursement of funds to the membership, and audit.

A 9-1-1 Technical Committee includes representatives of the public safety agencies involved in the system and has proven to be a very effective method for exchange of information and improvement in the system's efficiency. Meeting quarterly, the Technical Committee provides an ongoing means to facilitate working together as a unit. In FY 2004 the 9-1-1 Technical Committee continues to provide leadership in the implementation of the Regional Emergency Medical Dispatch (EMD) program.

The 9-1-1 ACOG Training Institute was organized to provide further training opportunities for regional call-takers. Since FY 1994, this Training Institute has provided national certification to 279 call-takers in Central Oklahoma. The Institute held one 40-hour Emergency Telecommunicator Courses during FY 2004. Over 60 percent of the region's current call-takers have received national certification through this training initiative.

The 9-1-1 ACOG Training Institute also enhanced its continuing education to regional call-takers in FY 04 by offering courses in hostage negotiations, suicidal callers, customer service, school violence, and 9-1-1 liability.

In 2005, the 9-1-1 ACOG Central Oklahoma Competitive Local Exchange Carrier (CLEC) Task Force continued its maintenance role of ensuring integrity of the 9-1-1 database and 9-1-1 remittance fees from phone companies operating in the region. At the beginning of FY 2006, 9-1-1 ACOG has contracts with 36 telephone companies.

In FY 2005, 9-1-1 ACOG continued its efforts toward public safety systems that would prevent the need for E9-1-1 calls, including maintenance of the Operation FireSAFE program. In FY 2005, Operation FireSAFE provided intervention to 81 juvenile firesetters and their families, continuing the steady decline of child-set fires in the region.

The 9-1-1 Association continues public education efforts to inform the public on the proper use of E9-1-1. In FY 2004, 9-1-1 ACOG distributed over 14,000 pieces of public education material in Central Oklahoma.

SBC and the 9-1-1 Association staff mutually monitor a set of operational standards that outline the customer's expectations regarding level of service for the system and methods for measuring that level of service on a regular basis.

Staff was involved in significant negotiations with SBC and the Oklahoma Corporation Commission during FY 04 related to a tariff filing for SBC's side of improving 9-1-1 handling of wireless calls. Staff involvement related to cost containment for local governments providing 9-1-1 services, and were successful in reducing proposed costs significantly.

During FY 2005, 9-1-1 Association staff assigned over 2,000 addresses to residents of rural areas of Logan, Cleveland and Canadian Counties. In addition, staff resolved nearly 1,000 database trouble reports. 9-1-1 database audits revealed a 97 percent reliability of 9-1-1 data, exceeding the national standards of 95 percent integrity.

During FY 2005, over 2,700 maps were distributed to local emergency responders to provide more timely response to E9-1-1 calls.

In FY 2005, the 9-1-1 Association's 21 Public Safety Answering Points serving the 40 member communities in Central Oklahoma handled over 242,198 E9-1-1 calls. Over 40 percent of these calls were made from callers using wireless devices.

Goals

- To ensure that administration of the E9-1-1 service fees is managed legally and appropriately and as per the policies of the 9-1-1 Association Board, including preparation and administration of the budget, payment of telephone company charges, remittance of fees to members and audit.
- To ensure the provisions of proper training of local agency personnel regarding the E9-1-1 system and associated equipment.
- To provide professional development training and national certification of call-takers and supervisory professionals through the 9-1-1 ACOG Training Institute.
- To administer the 9-1-1 Association's business with the six Incumbent Local Exchange Carriers (ILECs) and 30 Competitive Local Exchange Companies (CLECs) and act as a business agent for the members who collectively represent one telephone company customer.
- To continue development of a comprehensive telephone company database that will provide storage for all data on contract administration and remittance collection.

- To refine and maintain an updated database that drives the system's routing of calls and information received by the various Public Safety Answering Points and to find other ways data can be useful in local efforts.
- To improve methodologies and technologies for handling 9-1-1 calls made from wireless phones.
- To ensure that the system's Master Street Address Guide (MSAG) is updated by verification from each member entity.
- To ensure that the public is informed of the E9-1-1 service and its benefits through proper use.
- To work with other E9-1-1 systems in Oklahoma and the United States to share ideas and work together toward public understanding and use of 9-1-1.
- To investigate areas of possible system improvements including technological advances or possible service area boundary expansions.
- To support various metro-wide public safety initiatives such as the metro-area Operation FireSAFE.
- To continue studying the feasibility of adding communities and county areas to the system and work to accomplish that goal when appropriate.
- To develop a regional work program in conjunction with the City of Oklahoma City to continue implementation of Phase I enhanced wireless services and begin progress towards Phase II implementation. Plans include sharing geographical information and other agreed services for the most effective and efficient implementation.
- To coordinate with Oklahoma City and surrounding counties in conducting successful elections to approve a 50-cent monthly 9-1-1 subscriber fee in accordance to the Oklahoma Wireless 9-1-1 Emergency Number Act.
- To continue to foster the implementation and progress of the regional Emergency Medical Dispatch (EMD) initiative, including testing, installation and training on quality assurance.

Objectives

- (1) To provide administrative and accounting functions related to collection and disbursement of E9-1-1 service fees, and auditing of those funds, per state law and relevant local government ordinances and resolutions.
- (2) To train area managers and call-takers in efficient use of new equipment, including methods for using individualized customer records and developing statistical reporting packages.
- (3) To conduct and provide materials and staff assistance for the 9-1-1 Association Board of Directors' monthly meetings and 9-1-1 Technical Committee quarterly meetings.
- (4) To communicate with area call-takers through quarterly publication of *9-1-1 Dispatch*, a newsletter that will provide them information about system updates, processes, etc.
- (5) To arrange for training of call-taker personnel from 9-1-1 ACOG PSAPs, as well as continuing education courses and seminars.
- (6) To manage contracts and communications with telephone companies regarding database errors, omissions or revisions and equipment problems.
- (7) To work with SBC representatives in maintaining expected levels of services as outlined in Operation Standards.
- (8) To work with Voice over Internet Protocol (VoIP) telephony service providers and other technology service providers to provide the necessary routing and caller information associated with callers utilizing VoIP or other technologies to access 9-1-1. This will involve planning and preparations for system design and financing to ensure the integrity of 9-1-1 system.
- (9) To handle routine database change requests, refinements and improvements.
- (10) To request validation of the Master Street Address Guide from each member entity.
- (11) To conduct public education programs to include distribution of brochures, coloring books, press releases, group presentations and so forth.
- (12) To investigate and evaluate areas of possible system improvement through communications with various product vendors, trade association conferences and communications with members.

- [13] To continue the implementation process and provide technical assistance to Canadian County to cutover E9-1-1 service in the western portions of the county which does not have E9-1-1 today. Continue to evaluate new implementation methods to bring E9-1-1 services to outstanding areas of the region.
- [14] Through a 9-1-1 Public Education Subcommittee and use of the ACOG web site, increase the public's knowledge of how to properly use 9-1-1.
- [15] Facilitate implementation of professional emergency medical dispatch throughout the region.

PUBLIC SAFETY PROGRAMS

Summary of Program

To work in tandem with the 9-1-1 Program in enhancing emergency services throughout the region.

In FY 04 ACOG obtained a Federal Health Resource and Service Administration (HRSA) grant to fund a software version of the Priority Dispatch Emergency Medical Dispatch (EMD) protocol, quality assurance, associated training and administrative expenses. In FY 06 this software will be placed into service with the existing 9-1-1 ACOG answering equipment housed at agencies trained in EMD to fully integrate emergency medical dispatching services and quality assurance elements.

Since FY 04 ACOG has administrated a State Health Department grant program that distributing Automatic External Defibrillators (AEDs) to rural communities in Central Oklahoma. ACOG has distributed 38 AED units since this programs inception, after 16 were distributed in FY 05.

In FY 05 ACOG participated in both regional councils that serve the region and facilitated joint planning between the two councils.

Goals

- To coordinate and support regional approaches of providing public safety services throughout the region.
- To continue to participate in regional Homeland Security activities such as the Regional Councils and related working groups on behalf of and in support of the membership.
- To complete the implementation of the technical and training enhancements to the Regional Emergency Medical Dispatch (EMD) program.

Objectives

- (1) Coordinate and facilitate communications among member communities for cohesive regional approaches to public safety issues.
- (2) Administer grant funds to assist regional public safety agencies to effectively and efficiently respond to emergencies and save lives and property.
- (3) Participate in regional Homeland Security planning and training activities.
- (4) Continue to assist the Association's members with implementation of the regional Emergency Medical Dispatch (EMD) Initiative.

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
DEPARTMENT SUMMARY

DEPARTMENT	DIVISION	POSITIONS
REGIONAL SERVICES	INTERGOVERNMENTAL SERVICES	FTE 3.34

TECHNICAL ASSISTANCE

This program coordinates the technical assistance provided to members and others by each staff member.

The technical assistance provided is apparent in each division's work program and is coordinated through the Intergovernmental Services Division.

Goals

- To encourage technical and managerial staff to meet assistance needs of member entities and others on a variety of subjects.
- To facilitate communication among members to enable them to more easily solve problems and avail themselves of the Association's resources.
- To provide information to private sector groups and private citizens who will use that information for the betterment of the region.
- To provide grant preparation and management assistance to local governments, upon request.

Objectives

- (1) Encourage technical and managerial staff to assist member entities on a variety of subjects.
- (2) Serve as liaison for communication/assistance among members including involvement in the federal Clean Cities program for metropolitan emphasis on clean air and the Rural Economic Action Program (REAP) for grants to small communities.
- (3) Provide mapping and planning assistance for CDBG-eligible communities involved in the Capital Improvements Program.
- (4) Track Technical Assistance requests to a self-record computer based program.
- (5) Provide direct assistance upon request, particularly to smaller units of local government, in ascertaining grant assistance.
- (6) Provide information requested by private sector groups (to be billed unless requested for the benefit of a member).

PUBLIC INFORMATION/PARTICIPATION

Public involvement is critical to the knowledgeable decision making of the elected officials of ACOG. For citizens to be involved and provide input to the activities of the region they must (1) be informed enough to provide input, and (2) be allowed an avenue or forum for offering their thoughts and ideas. Housed in Intergovernmental Services, ACOG's public information/participation program is designed to meet both of these goals on a continual basis.

Publications/Presentations

A key mechanism for providing information is through regular publication of the newsletter, *Central Oklahoma Perspective*, distributed monthly to approximately 1,750 interested citizens, media representatives, local government policy makers and staff members, government agency personnel and state and federal legislators. *Central Oklahoma Perspective* is designed to cover ACOG activities of general interest, legislative and court actions affecting member communities, available grants and so forth.

9-1-1 Dispatch is a quarterly publication produced by ACOG staff for E9-1-1 call-takers, emergency services managers, police chiefs and fire chiefs in the region. It helps keep those people apprised of public safety service issues of local importance.

Other special publications are prepared throughout the year dealing with particular subjects of interest to ACOG members and/or the general public. In FY 05, a brochure and radio spot were created for the regional stormwater program. FY 06 will involve development of a new "What is ACOG?" brochure.

Several presentations were made to civic organizations, classes, city councils and other groups throughout FY 2005 and will be made next year. Staff in this program also monitor availability of programs developed by other agencies that might be of interest to the membership and/or their citizens.

Media Relations

Positive relationships with members of the media are also maintained so that news of ACOG and 9-1-1 ACOG activities can be disseminated to the general public. Staff utilize press releases and personal interviews to stimulate citizen interest and involvement. This year there was particular media interest in wireless 9-1-1 legislation. The metropolitan area press have become quite knowledgeable about ACOG and its activities, and have promoted our goal of an informed, involved citizenry.

Internet Access

Since FY 98, ACOG has maintained a web site to use the Internet as a means for distributing information out to the membership, organizations and citizens in the metropolitan community. Meeting agendas as well as background information about topics such as clean air, water quality, 9-1-1, transportation, etc. can be found on ACOG's web site. The address is www.acogok.org. ACOG also maintains a web site specifically addressing air quality: www.letscleartheair.org.

Legislative Liaison

A major asset of an organization such as ACOG is that it allows the elected officials of its member municipalities and counties to collectively communicate with their state and federal legislators. To transmit and receive information among government officials at each level is critical to efficient operations. In FY 05, a major communication initiative was launched to ascertain state legislation to improve opportunities for funding enhanced wireless 9-1-1 advances.

The ACOG Board works together and through its staff to enhance this communication and to develop mutual goals -- for the betterment of the taxpayer. This communication/liaison function is accomplished in several ways from daily telephone calls to more formal means of communication. Another dimension of this communication is through Board and staff involvement in the Oklahoma Association of Regional Councils and the Oklahoma Conference of Mayors.

Goals

- To educate the general public and targeted interest groups about the Association's role in local government, its activities and decisions, and how citizens can have input into the process of decision-making.
- To maintain an ongoing system for keeping agencies and individuals who regularly work with ACOG informed of the Association's activities and other occurrences that may affect its members.
- To maintain a positive working relationship with the area's media as a vehicle for disseminating information to the general public.
- To provide technical assistance to member entities in their public participation efforts, including adherence to state open meetings and open records requirements.
- To educate newly elected officials and municipal staff about ACOG and how the Association can be of benefit to them and their citizens.
- To develop materials and/or events to aid in member entities' communication with state and federal legislators and their communication with other local elected officials throughout the state.

Objectives

- (1) Schedule and conduct outreach presentations to civic organizations and other citizen groups to introduce ACOG and the collective work of its member communities. Provide assistance for staff making presentations.
- (2) Prepare and distribute newsletters concerning ACOG/ITPC/GWA/9-1-1 activities to all individuals/agencies who work with ACOG, private citizens who have expressed interest, state and federal legislators and all area newspapers and major broadcast stations.
- (3) Prepare and distribute press releases in a timely manner relating to actions/decisions taken by the ACOG Board of Directors and/or its committees. Schedule staff interviews with various media representatives to discuss issues of interest to the public with which ACOG is involved.
- (4) Schedule and hold orientation sessions for newly elected ACOG member representatives and appropriate staff to acquaint them with ACOG and the members' role in the process.
- (5) Work with other divisions in maintenance of an accurate central mailing list.

- (6) Coordinate efforts to develop and approve annual policy documents for distribution to Oklahoma's Congressmen and Senators, State Legislators, Governor's office and appropriate state agencies.
- (7) Monitor and report relevant announcements in the *Federal Register* and other federal and state publications.
- (8) Prepare and distribute informational brochures on various topics of public interest.

CLEARINGHOUSE SUMMARY

The Intergovernmental Services Program directs Clearinghouse activities and reviews applications for federal funds and direct federal developments. The division also provides the coordination functions designed to identify those proposals that are inconsistent with area goals and objectives.

Goals

- To ensure that federal and state assisted projects are consistent with locally adopted plans and priorities.
- To provide opportunities to anticipate, disclose and avoid any negative impact of proposed projects.
- To further the objectives of Section 10(2)(c) of the 1969 National Environmental Policy Act; Title VI of the Civil Rights Act of 1964; Section 204 of the Demonstration Cities Metropolitan Development Act of 1966; and, Section 401 of the Intergovernmental Cooperation Act of 1968.

Objectives

- (1) Receive, log and route to appropriate internal and external staff receipt of applications for assistance.
- (2) Coordinate ACOG staff and local government reviews.
- (3) Coordinate applicant communications.

CAPITAL IMPROVEMENTS PROGRAM

During the past couple of years, ACOG staff has provided assistance to communities in the development of Capital Improvements Program inventories and maps. In FY 2005, work was done with Slaughterville, Lexington, and Calumet. In FY 2006, CIP work will involve several additional communities.

CLEAN CITIES PROGRAM

Clean Cities is a government-industry partnership designed to reduce petroleum consumption in the transportation sector by advancing the use of alternative fuel vehicles (AFVs), idle reduction technologies, hybrid electric vehicles, fuel blends, and fuel economy. Sponsored by the U.S. Department of Energy (DOE) Clean Cities contributes to the environmental, economic, and energy security of the United States by reducing our dependence on imported petroleum. Established in 1993 in response to the Energy Policy Act (EPAAct) of 1992, the Program provides tools and resources for voluntary, community-based programs that deploy alternative fuels across the country.

Designated in 1996 as an official Clean Cities region by the U.S. Department of Energy, ACOG and its member cities and counties participate in the Clean Cities Program (CC) to enhance national, state and regional energy security, stimulate investment in and development of Oklahoma's clean and renewable energy resources, improve the air quality in the ACOG region, and maintain compliance with EPA ambient air quality standards.

Goals

- (1) To contribute to accelerated market penetration of technologies that will reduce U.S. petroleum imports by at least 1 million barrels per day by 2020.

Objectives

- (1) To develop and implement regional public education and fleet outreach strategies to
 - increase displacement of conventional transportation fuels in niche market fleet applications with domestically produced, clean-burning alternative fuels including natural gas, ethanol, methanol, biodiesel, hydrogen, electricity, propane, and P-Series fuel
 - expand the use of blended fuels – diesel/biodiesel blends including B20 and B2, gasoline/ethanol blends such as E10, and CNG/hydrogen blends
 - accelerate sales of hybrid-electric vehicles (HEVs)
 - promote informed consumer choice regarding fuel economy, fuel efficient vehicles and fuel efficient driving practices

- encourage the use of idle reduction technologies for heavy-duty trucks and other vehicles using truck stop electrification or onboard auxiliary power to reduce fuel use by idling trucks
- (2) To serve as the Clean Cities information clearinghouse for Central Oklahoma fleets
 - (3) To communicate statutory mandates and schedules of the Energy Policy Act of 1992 to affected fleet operators
 - (4) To expand relationships with Central Oklahoma's public and private sector fleets to elevate awareness of
 - alternative fuel vehicles and life cycle benefits
 - alternative fuels and refueling sites
 - tax and special incentives
 - AFV purchase and infrastructure development loan programs
 - (5) To provide documentation, monitoring and reporting as an ongoing element of the program both as a guide to periodically evaluate the accomplishments of milestones and to report progress to participants, the public, and the U.S. Department of Energy.

RURAL ECONOMIC ACTION PLAN

For the past nine years, the Oklahoma Legislature has appropriated funding for small, rural communities called the Rural Economic Action Plan (REAP). According to state legislation, the funds related to economic development and transportation projects are distributed through the 11 councils of government in the state, such as ACOG.

Goals

To assist communities in the ACOG region of under 7,000 population with development of projects and applications for assistance through this state funded program and to develop and implement a fair and equitable method for distribution of the monies in accordance with state requirements and agreed upon by the ACOG Board of Directors.

Objectives

- (1) To notify all eligible entities within the ACOG region of availability of REAP funds.
- (2) To provide training and assistance in completing project applications.

- (3) To develop a method for ranking projects and distributing the monies according to state requirements and with Board approval.
- (4) To notify successful applicants of their funding awards and provide media publicity as desired.
- (5) To provide supervision of the progress on the projects and appropriate documentation of results.

SPECIAL PROJECTS

For the past several years, the Oklahoma Legislature has allocated funds for the purpose of promoting economic and community development, and to enhance the quality of life in Oklahoma communities within ACOG's service area. The activities associated with this program in FY 2005-2006 are limited to carryover funds from prior years.

Goals

To assist communities in the ACOG region with development of projects for this program and to develop and implement a method for distribution of the monies in accordance with state requirements.

Objectives

- (1) To notify recipients of their receipt of special projects funds.
- (2) To provide training and assistance in completing project subcontracts and reimbursement forms.
- (3) Provide documentation, monitoring and reporting as an ongoing element of the program.

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
Proposed FY 2005-2006
Classification and Pay Plan

Position Classification	1	2	3	4	5	6	7	8	9	10	11	12
Executive Director												11,850
Deputy Director	5,494	5,768	6,056	6,359	6,677	7,011	7,362	7,730	8,117	8,523	8,949	9,396
Division Director	5,246	5,509	5,784	6,073	6,377	6,696	7,031	7,383	7,752	8,140	8,547	8,974
Director of Finance and Budget	4,392	4,612	4,843	5,085	5,339	5,606	5,887	6,181	6,490	6,814	7,155	7,513
E 9-1-1/Public Safety Programs Director	3,886	4,080	4,285	4,499	4,724	4,960	5,209	5,468	5,742	6,029	6,330	6,647
Special Programs Officer II	3,851	4,044	4,246	4,458	4,681	4,915	5,161	5,419	5,690	5,974	6,273	6,587
Div. Program(s) Coordinator/Info. Tech. Program Coord./Assist. To ED	3,668	3,851	4,044	4,246	4,458	4,681	4,915	5,161	5,419	5,690	5,974	6,273
Hydrologist	3,322	3,489	3,663	3,846	4,038	4,240	4,452	4,675	4,909	5,154	5,412	5,682
Accountant I	3,245	3,407	3,577	3,756	3,944	4,141	4,348	4,565	4,793	5,033	5,285	5,549
9-1-1 Data Manager	2,918	3,064	3,218	3,378	3,547	3,724	3,910	4,106	4,311	4,527	4,753	4,991
Associate Planner	2,872	3,015	3,166	3,324	3,491	3,665	3,848	4,041	4,243	4,455	4,678	4,912
Research Specialist	2,791	2,930	3,078	3,231	3,392	3,563	3,740	3,928	4,124	4,330	4,547	4,774
Projects Coordinator/Program Manager	2,667	2,800	2,940	3,087	3,242	3,404	3,574	3,753	3,940	4,137	4,344	4,561
Projects Coordinator/Special Programs Officer I/9-1-1 Analyst	2,653	2,786	2,925	3,071	3,225	3,386	3,555	3,734	3,920	4,116	4,322	4,538
Assistant Planner	2,653	2,786	2,925	3,071	3,225	3,386	3,555	3,734	3,920	4,116	4,322	4,538
Research Assistant II	2,653	2,786	2,925	3,071	3,225	3,386	3,555	3,734	3,920	4,116	4,322	4,538
Administrative Assistant/Administrative Secretary	2,200	2,309	2,424	2,546	2,674	2,807	2,947	3,094	3,249	3,411	3,582	3,761
Graphics/Cartographer	2,149	2,257	2,370	2,488	2,613	2,743	2,880	3,024	3,175	3,334	3,501	3,676
Administrative Assistant/Division Secretary	2,078	2,182	2,291	2,406	2,526	2,652	2,785	2,924	3,070	3,224	3,385	3,554
9-1-1 Data Management Associate	1,929	2,027	2,127	2,234	2,346	2,463	2,587	2,715	2,851	2,994	3,144	3,301
Research Assistant I	1,929	2,027	2,127	2,234	2,346	2,463	2,587	2,715	2,851	2,994	3,144	3,301
Department Secretary	1,710	1,795	1,885	1,979	2,078	2,182	2,291	2,406	2,526	2,652	2,785	2,924
Assistant Draftsman	1,499	1,575	1,654	1,736	1,822	1,914	2,010	2,110	2,216	2,327	2,443	2,566
Intern I	8.21	8.62	9.05	9.50	9.98	10.48	11.00	11.55	12.13	12.74	13.38	14.05
Intern II	10.00	10.50	11.03	11.58	12.16	12.77	13.41	14.08	14.78	15.52	16.30	17.12
Intern III	12.34	12.96	13.61	14.29	15.00	15.75	16.54	17.37	18.24	19.15	20.11	21.12



association of central oklahoma governments

APPENDIX A

Chair Eddie Reed
Midwest City Mayor

Vice-Chair Mark Sharpton
Logan County Commissioner

Secretary/Treasurer Willa Johnson
Oklahoma City Councilmember

Executive Director
Zach D. Taylor

DATE: June 23, 2005
TO: ACOG Board of Directors
FROM: Zach D. Taylor, Executive Director
SUBJECT: Fee Schedule for Services

INFORMATION:

This fee schedule for services is prepared to meet the ACOG Board of Directors' Budget Committee's request and to address the increasing level of requests for technical assistance from private concerns, private sector consultants, public interest groups and non-member agencies. Since federal and state funds have become more limited, costs for delivery of these services have been borne to a greater degree by member local governments. This schedule would offset these costs.

In developing the schedule, the structure of the proposed fees adheres as closely as possible to two principles: (1) encouragement of participation by private citizens, and (2) primary service to member local governments of ACOG. The schedule attempts to externalize costs for services not directly benefiting local governments and the general public. It also provides the ACOG Board of Directors flexibility in applying the fee schedule.

ZDT:dem
Attachment

ACOG FEE SCHEDULE FOR SERVICES
FY 2005-06

I. **Technical Assistance**

Planning Data Assistance

[Includes demographic, traffic, housing, land use data, federal regulations, flood plain analysis, surface and ground water quality analysis, talent pool assistance.]

ACOG members, **for assistance beyond scope of approved work program;**

Minimum fee of \$30.00 up to one-half hour including up to 20 sheets of copied material.

non-member governmental entities; citizens; private consulting firms; or non-profit agencies.

\$60.00/hour including up to 40 sheets of copied material.

II. **Cartographic/Mapping Assistance**

ACOG members, **for assistance beyond scope of approved work program;** non-member governmental entities; citizens; private consulting firms; or non-profit agencies.

1. USGS topographic maps
2. Special mapping/charts/audio-visuals
3. Multi-color maps, aerial photography plots, or other

Replacement costs
\$60.00/hour plus cost of materials
Cost of preparation

III. **Reproduction**

ACOG members, **for assistance beyond scope of approved work program;** non-member governmental entities; citizens; private consulting firms; or non-profit agencies.

Copies or computer printouts

8 1/2 X 11"	\$.25/sheet
11 X 14"	\$.25/sheet
Irregular size	Price adjusted to cover cost

Geophysical Logs

\$.25/100 feet

Plotting/Printing

	<u>8 1/2 X 11"</u>	<u>11 X 17"</u>	<u>17 X 22"</u>	<u>22 X 34"</u>	<u>34 X 44"</u>	<u>Other</u>
Line plots	\$3	\$5	\$9	\$18	\$36	\$3.50/sq. ft.
Shaded color or aerial photography plots*	\$5	\$8	\$15	\$30	\$60	\$5.00/sq. ft.

* No additional charge for lines placed on shaded/aerial plots

NOTE: PDFs or digital graphics files cost the same as plotting/printing prices for the paper sizes listed above.

Reproduction (continued)

Disk - Land Use Map Data	\$25.00/township
Disk - Other Data	\$5.00 each
Disk – City Information	\$25.00/city
Disk – Regional	\$50.00/county

IV. Publications

Reports or publications produced by ACOG will be available at a fixed price.

V. 2000 Census Products Price List

	<u>Member Entity Price</u>	<u>Non-Member Price</u>
<u>Map Products</u>		
First County Census Tract Map	Free	See Below
Additional County Census Tract Maps		
12" X 16"	\$3.00	\$5.00
20" X 30"	\$5.00	\$10.00
30" X 40"	\$7.00	\$15.00
36" X 48"	\$10.00	\$20.00
PL 94-171 Census Maps (Tract & Block)		
Each Map (24" X 36")	\$7.00	\$15.00
<u>Data Products</u>		
PL 94-171 Census Data		
Paper	\$.05/page	\$.25/page
Disk	\$2.00/Disk	\$.01/record - \$5.00 minimum; \$50.00 county/maximum
CD	\$5.00	\$10.00
DVD	\$10.00	\$20.00
<u>Aerial photography</u>		Subject to disk/CD/DVD charges
Color 2003 USDA/NAIP aerials (1 meter resolution) – available for Oklahoma, Cleveland, Canadian and Logan Counties		
Entire county (MrSID)		\$3,195.00
Quarter quad (Geo TIF)		\$500.00
Township (Geo TIF)		\$125.00
Section		\$12.50
Custom		Subject to Cartographic/Mapping charges

Individuals requesting assistance will be advised of the fee schedule. Fees will be assessed for assistance whether provided by telephone, in writing or in person. Persons requesting items will be billed for any cost of packaging and postage.

Individuals requesting information are welcome to review all materials at the ACOG offices for no charge.